

Amazing Grace Lutheran Church

Position Description

Job title: Office Administrator

Reports to: Lead Pastor with dotted line to Council Treasurer

Position Summary

This full-time (exempt) position will be a key point of contact and coordination for AGLC in providing administrative and financial support services to the Pastor(s) and staff, council and congregation members along with supervision of the Building Supervisor.

Essential Functions – Administrative Support (75%)

A. Administrative Support & Coordination

- Provide office support for pastor(s) and staff as needed.
- Facilitate communication between staff and Executive Committee or other Council members
- Participate in weekly staff meetings.
- Serve as a liaison to the Business Management Ministry Team.
- Attend council meetings as needed to accomplish essential job functions.
- Facilitate new employee or volunteer onboarding processes:
 - i. Assign keys and alarm codes and Provide a tour of the building;
 - ii. Forms: I-9, W-4, background check, assign a mailbox, credit card(s). Schedule I.T. volunteer to set up employee's computer (if needed). Schedule time to meet with new employee for orientation of business practices, take a photo for website and wall, use of office equipment, etc. Provide employee with information on use of computer and voicemail.
- Provide supervision for the Building Supervisor.
- Work with Building Supervisor to ensure that office and building supplies are stocked per the needs of the congregation and staff.

B. Receptionist and hospitality duties

- Answer phones, welcome and assist visitors with needs.
- Ensure that the office area and personal workspace is maintained in a manner pleasant and acceptable to members and visitors.

C. Worship Preparation and Sacrament Support

- Create and print all worship bulletins:
 - i. Worship, funerals and special services
 - ii. Communicate and coordinate with pastor(s) and musician(s)
 - iii. Manage and ensure all copyrights/license compliance
- Obtain certificates of baptism, confirmation and weddings.

- Obtain embroidered blankets from vendor for baptism and graduation.
- D. Calendar and Schedule Management
- Manage the church's main calendar.
 - Coordinate/lead a yearly calendar planning meeting.
 - Schedule the community's use of the building by obtaining all required forms per the building use policy.
- E. Reporting and Compliance
- Compile and complete annual Congregation Report for Synod under the direction of the Lead Pastor.
 - Compile, publish and distribute updated congregational contacts list annually.
 - Secure outside printing resources when needed.
 - Maintain church database with accurate household information. Manage database security and accessibility of employees and volunteers to provide confidentiality.

Essential Functions – Financial Support (25%)

Report to the Council Treasurer and partner with the Business Management Ministry team and the Financial Secretary in the management of the following:

- A. Record and maintain all accounting and financial records of the church in Quickbooks to include:
- Pay all bills in a timely manner.
 - Record weekly bank deposits and reconcile bank statements monthly
 - Manage recurring stewardship disbursements
 - Pay semi-annual bond interest payments (and issue 1099-Int forms at year-end)
 - Complete a timely month-end close process and generate financial statements for Treasurer
- B. Payroll and Benefits Administration
- Process payroll using Quickbooks for staff twice per month as directed by Business Management Team and Council Treasurer.
 - When a new employee is hired, collect necessary paperwork to initiate payroll processes (e.g., I-9, W-4, direct deposit form).
 - Administer benefits such as health, life and disability insurance through Portico or other agency as directed by Business Management.
 - Complete, file, pay and/or distribute all required federal and state payroll tax filings and year-end reporting (W-2's or 1099-MISC as appropriate)
- C. Provide Annual Budgeting process support for Treasurer, Business Management team and other Council member as needed
- D. Support Council transition process in December/January of each year, or at the election of a new Church Treasurer

- Help ensure a smooth transition between outgoing and incoming treasurers:
 - i. Review financial policies and procedures
 - ii. Discuss the elements and account of the budget
- Partner with newly elected Council and financial institutions to update signatories on all financial accounts

Some of the Finance Assistant's tasks are completed daily, others may be every few days, weeks, months, or annually. The above list is not all-inclusive.

Expected Behaviors

- It is expected that a courteous, discreet and professional manner be exercised in the greeting and reception of all individuals, both in person and on the telephone. The nature of the church often includes dealing with people in crisis, and those with emotionally sensitive issues.
- A high level of discretion and confidentiality is required at all times.
- Work as a team member with all staff as well as with members of the congregation and Church Council.
- Complete tasks promptly and accurately, ensuring deadlines are met.

Physical Demands

While performing the duties of this position, the employee is regularly required to talk, hear, and see. Arms, hands, and fingers are needed to reach and operate a computer keyboard and touch-tone telephone (or with reasonable accommodations). Employee may need to lift materials up to 25 pounds on an infrequent basis. Standing/carrying may be required when involved in program presentation or setup.

Qualifications

- Minimum of 3 years' experience in administrative support, office management and general accounting.
- Ability to work independently or with a minimum of direction
- Knowledgeable in general office equipment including computer, copier/printer, facsimile, typewriter, calculator, telephone.
- Ability to type 50 words per minute.
- Expertise with word processing software, spreadsheets, and database programs (e.g., Microsoft Word, Excel, PowerPoint) and the ability to comprehend other software applications.
- Experience with Quickbooks and exposure to payroll processing and reporting requirements
- Thorough knowledge of business English and its usages.
- Experience in office management.
- Ability to manage multiple projects simultaneously and under time pressures; ability to prioritize projects; strong communication skills, both oral and written.
- Able to work effectively in a small team environment that regularly includes volunteers.
- Awareness and knowledge of the ELCA church and its organizational expressions.