

Job Description



Job Title: Office Administrator

Reporting To: Senior Pastor
(or in vacancy of Senior Pastor Position, Assistant Pastor and/or Deacon Chairman)

Purpose of the position

- To provide general administrative and clerical support to the church staff and provide a connection point for the congregation. This position is responsible for managing the church office and taking care of regular financial matters.

Secretarial Responsibilities (80% of the job)

- Act as the church secretary, supporting the church staff and liaising between the staff, congregation, and outside entities.
- Handle office communications, including answering phone calls and emails, taking messages, and directing calls.
- Correspond with vendors, ministry partners, and deacons (with information pertinent to congregational care).
- Provide staff support by screening phone calls and office visitors, making copies, preparing letters and mailers, maintaining schedules and appointments, and being available during staff meetings.
- Support church activities by preparing and distributing weekly bulletins, maintaining the monthly church calendar, and managing church membership rolls and facility reservations.
- Manage the office by ordering and stocking supplies, retrieving and distributing mail, receiving packages, maintaining church records, and ensuring the office is clean and well-ordered (the Office Administrator does not need to clean but ensure that the cleaning crew is doing their job).

Financial Management Responsibilities (20% of the job):

- Serve as the church bookkeeper, handling all regular financial matters.
- Manage payroll, including writing and distributing paychecks and filing payroll taxes. This will also include the logging and tracking of Staff holidays, vacation, and sick days.
- Pay bills, vendors, and ministry partners, file year-end tax documents, make and record deposits, manage bank/account transfers, and record congregational contributions.
- Prepare and distribute contribution reports on a planned schedule.

Other Duties, as assigned

- Minor tasks that may be related to the position or operation of the church. The phrase “other duties as assigned” normally relates to tasks of an incidental nature, or that are infrequent, or constitute an emergency, for which it is impractical to include in the official position description.

Necessary Skills

- High School Diploma (some college preferred)
- Strong organizational skills
- Proficiency with Microsoft Office Suite (Word, Excel, Publisher, Outlook, etc.)
- Proficiency with Intuit QuickBooks, training available as needed
- Ability to learn and adapt to other software programs as needed (such as Tithe.ly and Elvanto Church Management Software)
- Friendly demeanor and ability to diffuse challenging situations
- Ability to maintain confidentiality and use discretion in all situations
- Ability to work with a team
- Must be an active member of a local church but not a member of Heritage Baptist Church
- In the event this staff person desires to become a member of Heritage Baptist Church, they will first have to resign their position as Office Administrator

Compensation:

- The Office Administrator will work a total of 30 hours per week (8am-3pm with a one-hour lunch break or 8am-2pm with no lunch break), Monday through Friday, at a starting hourly rate of \$18 per hour.
- The administrator is entitled to 10 workdays of vacation, 10 sick days, and all major holidays off.
- This position does not provide for medical or dental insurance, nor does it allow for compensatory time. The work hours are set.

Disclaimers & Confidentiality:

- The Office Administrator has no control over church ministries or ministry leaders and no control over church facilities or their use. Permission for facility use should be directed to pastors and trustees.
- Due to the sensitive and personal nature of some information that comes through the office, the Office Administrator must maintain strict confidentiality in all matters pertaining to church staff, members, and attenders. Any breach of confidentiality, not related to legal matters where such a breach would be deemed necessary, may result in immediate termination.