



Position Title: Executive Administrative Assistant
Reports To: Church Administrator
Date Revised: April 5, 2019

Summary of Position

The Executive Administrative Assistant of PMBC is a part-time position that supports the church office functions, the financial operations of the Church and provides assistance to the Church Administrator in carrying out the responsibilities of the church operations.

Duties & Responsibilities

Support Financial Operations

- Perform all bookkeeping functions, including bill payment, support documentation filing, and monthly reconciliations.
- Mail checks and process bills after checks are signed.
- Process voucher forms, reimbursement forms, and benevolence requests.
- Reconcile credit card and all financial statements.
- Record all financial activity and member contributions in a church contribution/membership software.
- Generate year end member giving statements.
- Prepare bi-weekly payroll for staff.
- File all required federal, state, and municipal forms
- Assist Church Administrator in the preparation of monthly financial reports.

Support of the Church Office

- Screen and route all incoming calls, and receive visitors to church office, responding to needs as appropriate.
- Maintain and report from membership database with responsibility for its accuracy, completeness, and robustness.
- Responsible for writing, designing, and/or editing of content for church publications and correspondence, including the worship bulletin and marketing collateral.
- Responsible for working with the PMBC webmaster to update website content and major updates to events/activities on the homepage.
- Coordinate with leaders to ensure timely completion and submission of all forms, budget maintenance, ministry service, and church calendar integration.
- Perform administrative duties as assigned by the Church Administrator.



Support of Multi-Media Activities

- Support PMBC Digital Media to include updating website, mobile app, uploading content as audio and video media.
- Work with the PMBC webmaster to update website design and major content changes.

Membership and Contribution Database

- Maintain accuracy of membership database by consistently monitoring and providing reports as needed.
- Update weekly contribution records in Church management software, as required.

Qualifications

Education/experience

- Bachelors Degree in a related field, or some college and comparable experience.
- Minimum of five years Office administration experience
- Prior Bookkeeping experience
- Quickbooks (2 years preferred)

Skills

- Proficient in the use of Quickbooks
- Working knowledge of standard office equipment, including copies, calculators, fax machines, etc.
- Strong proficiency with Microsoft Office suite of problems (specifically Word, PowerPoint, Excel, Outlook, Publisher)
- Working knowledge of social media sites, email marketing tools, Google (Gmail, Calendar, Search)
- Self-starter with demonstrated ability to maintain accountability, work independently, and see projects through to completion
- Takes initiative for new and special projects, as needed, to lighten the load on the Church Administrator
- Maintain professionalism in confidentiality when dealing with all church-related business

Important personal traits

- Ability to work in a collaborative team environment
- Ability to motivate diverse groups and persons
- Dependable, punctual, well-organized, flexible, and adaptable to the administrative challenges of supporting a church
- Maintains confidentiality and trust in all situations
- Gift of hospitality and tact



- Helpful, cheerful, diplomatic, and caring servant attitude to all
- Ability to prioritize and multi-task projects and assignments using good-time management skills in a fast-paced environment
- Ability to work under pressure, at times, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality
- Must have a heart for service and the ministry of PMBC
- Takes initiative for new and special projects, as needed, to lighten the load on the Church Administrator

Compensation & Work Hours

Pay

Highly competitive

Work Hours

Part-time

Hours TBD