

Job Posting
Administrative Assistant
The Clinton Christian Church
1201 E Ohio St
Clinton, MO 64735

The Clinton Christian Church is accepting applications for the position of Administrative Assistant. Six months office and clerical experience with skills in Microsoft Publisher, PowerPoint, and Word required. Experience with Excel and Quickbooks a plus. Must possess good social interaction skills and be a team player. Position is part-time 25 hours per week 9am – 2pm. Beginning wage \$13/hour with some benefits.

Application available at: www.clintonchristianchurch.com. Completed application and resume due October 8 at Noon. Applications and resumes can be delivered to the Church between 9am and 1pm Monday-Friday, with e-mailed applications and resumes preferred sent to Admininstrator@ClintonChristianChurch.com. Interviews begin October 18. Start date as soon as available.

JOB DESCRIPTION

TO WHOM RESPONSIBLE:

The Administrative Assistant is responsible to the Pastor for daily operations. The Administrative Assistant will work in cooperation with the various committee, groups, Board chair and members on special projects. In the long-term absence of the Pastor or an Interim Pastor, the Advisory chairperson will act as the supervisor.

PERSONAL QUALIFICATIONS:

1. Six months of office/clerical background required to apply.
2. Possess good data entry/computer skills, i.e.: PowerPoint and Publisher skills a must.
3. Experience in bookkeeping (Quick Books) or other financial tracking software a benefit.
4. Able to meet and communicate with people on a one-to-one basis and be a team player.
5. Understands the importance of maintaining confidentiality of information.
6. Takes initiative and works well without supervision.
7. Neat in appearance.
8. Must have dependable transportation and childcare.

GENERAL RESPONSIBILITIES:

Immediately upon hiring:

1. Assists the Pastor in the daily work of the church, i.e. data entry, files, answering the phone, and meeting the public and dealing with phone or walk-in requests for assistance(utilities/food/etc).
2. Assists the Pastor in preparing weekly worship bulletins and creating the necessary worship service slide shows using Publisher and PowerPoint.
3. Keeps current inventory of all church and office supplies and place necessary orders.
4. Learn the membership section of the Servant Keeper software program. Insert worship attendance weekly; update individual/family profiles as needed with new phone numbers, addresses, etc.; work with the Church Clerk to enter profile of new members, sending transfer letters, etc.; keep membership profiles up to date to make the membership directory accurate when printed new each year.
5. Print, email, prepare labels for mailing the church newsletter currently produced by the Pastor.
6. Assumes other responsibilities as delegated by the Pastor

After 9-months (upon additional training):

7. Church accounting – accounts receivable and accounts payable. Daily, or as received, prepare needed vouchers. Vouchers are written for bills that have no invoice or receipt such as payment to the custodian. All bills are to be entered into Quick Books before the 15th and last day of the current month. All bills are to be placed in the appropriate vendor folders after payment. The check stubs are attached to the appropriate documentation to be filed for the audit. Fill in the memo portion of the check to ensure proper documentation of the check.
8. Generate monthly financial reports from Quick Books for Board.
9. Update the website, calendar, and Facebook as directed.