



ST. JOHN'S LUTHERAN CHURCH (LCMS) EFFINGHAM, IL.

Job Description:

## **Office Assistant**

### **I. PURPOSE**

*Be familiar with the job description of the Administrative Secretary, and assist them in completing their responsibilities for the welfare of the ministry of St. John's Lutheran Church.*

### **II. QUALIFICATIONS**

- 1. A practicing Christian.*
- 2. Recognizes the confidentiality of this position.*
- 3. Adequate skills and office experience.*
- 4. Effective personality for serving as a first impression of the church.*
- 5. Possess and maintain a high level of organizational skills.*
- 7. Possess and maintain a high level of computer skills for Windows Word, Excel, and QuickBooks in order to type, proofread, print, and distribute publications for the church office.*
- 8. Will be given a yearly job evaluation.*

**Typical Hours:** *Mondays: 8 A.M. - 4 P.M. (Admin. Sec.)*

**Tuesday: 8 A.M. - 4 P.M.**

**Wednesdays: 8 A.M.- 4 P.M.**

**Thursday: 8 A.M. - 4 P.M**

**Friday: 8 A.M. - 4 P.M.**

*(Closed for lunch 11:30am-12:30pm daily)*

*Additional hours may be required due to heavy work load. Total hours not to exceed 1560 for one calendar year.*

### **III RESPONSIBILITIES:**

#### **TELEPHONE**

*Answer the telephone and greet people in a friendly manner. Take messages for Staff, Workers, Preschool, and Boards or direct phone calls to appropriate person. Relay messages through email, text, personally or appropriate mailbox.*

#### **CONFIDENTIALITY:**

*The Office Assistant must maintain strict confidentiality at all times with regards to all Church, Preschool and Office matters.*

#### **STAFF MEETINGS:**

*As a member of the staff the secretary will attend each staff meeting, helping to coordinate schedules and providing input into church life. Send out notes to those we prayed for in our Staff Meetings.*

#### **TRANSIENT AID:**

*It is the Secretaries' responsibility to assess the situation and to help as needed. If in doubt, ask for Pastor's assistance. If in the office alone, use your own discretion. Log information and follow the guidelines that are in the Transient Aid binder. When gift certificates are needed, the Board of Social Ministry will provide the resources. The Secretaries are responsible to provide reports to the board.*

#### **PUBLICATIONS:**

*Edit, print, and publish the Eagle Newsletter each week. Email to website manager. Enlarge and assemble copies of Eagle Newsletter for the visually impaired.*

*Coordinate the volunteers that assemble the worship folders.*

*Prepare mailings of worship folder and Newsletter for shut-ins on Friday for the Administration Secretary to insert DVD on Monday. For those that do not want the DVD, mail the folder and newsletter out on Friday.*

#### **WORSHIP DVD'S AND FOLDERS FOR SHUTINS.**

*Prepare mailings on Friday and have ready for the Administrative Secretary to finish on Monday for mailing.*

#### **COMPUTER DOCUMENTS**

*Maintain an organized desktop and document files. So that the Administrative Secretary or office staff can find documents quickly and easily.*

## **PURCHASING:**

*All office supplies are ordered or purchased directly by the Assistant Secretary. This includes: Communion wafers/cups, paper, envelopes, janitor supplies, ink, toner, office supplies, etc. Inventory control must be maintained for all office supplies.*

*Prepare vouchers for the bookkeeper to pay. Put into "Voucher" mail slot for board chair signatures. Contact board chairs Friday to remind them that they have vouchers to sign and the book keeper will be here on Monday. When signed, the voucher and attached receipts are filed in alphabetical order and ready for the Bookkeeper for payment.*

*Disperse payments after checks have been signed by Treasurer.*

*Purchase Educational material for Bible Classes as directed.*

## **CONTRIBUTIONS**

*Daily enter all Vanco Electronic offerings into QuickBooks.*

*Post weekly contributions in Members 360 and make sure the totals on the teller sheet equal the banks totals. Enter the totals in the QuickBooks program.*

*After the offerings have been entered, and teller sheets totals and the bank are in agreement, print out the weekly contributions from Members 360 to attach to the teller sheet and also a copy for the Stewardship Board. Attach bank receipts to each teller sheet. Print out all electronic payments made to the General Fund, Building Fund, and Directly Paid Food Pantry from the previous Monday to the past Sunday, totaling each category separately. Attach one to the Teller Sheet to file, one to the sheet to be given to the Stewardship Board. Make a copy of the bank deposit slips and attach the original slip to the teller sheet to be filed, and attach the duplicate to the teller sheet to give to the Stewardship team at the beginning of the month for their meeting.*

*At the beginning of every month, print out the last monthly financial report for the Stewardship Board. Print out only the Elders portion for their monthly meeting. Every month print out and email the last monthly Electronic & Traditional Directly paid Food Pantry offerings to the bd chair of Social Ministry, the Social Ministry Sec., and the Food Pantry Directory.*

*Prepare all necessary papers for the Stewardship Board. This includes teller sheets for the past month, bank statements for the General Fund, Undesignated Memorial, and any other statement that comes in. Print out Deposit reports for each fund and make sure the deposits from the bank equal the amount you have on the report from QuickBooks. Prepare a monthly year to year report comparison.*

*In January, email contribution statements for the past year from Members 360. Mail contribution statements to those who do not want theirs emailed or do not have an email address. Statements will be sent with a letter from the Stewardship Board. Send reports before the end of the month.*

*Assign envelope numbers when they have been requested.*

## **BUDGETS**

*Prepare budget worksheets and distribute to each Board in July .*

*Complete budget figures to be presented at the Oct. council and voters' meetings.*

## **AUDITS**

*The audit committee audits the church books quarterly and all organizations annually.*

*Provide reconcilements, bank statements, vouchers, an activity report from QuickBooks, and teller sheets.*

## **MEMORIALS**

*Balance Undesignated Memorials Account and give the Stewardship Board a copy of the account, making sure it equals what the bank statement says we have. Keep accurate records of all memorials, designated & those undesignated. Mail a "Receipt of Donation" to non-members*

## **SUBSCRIPTIONS**

*In February, publish in the Eagle that it is time to renew subscriptions for Lutheran Witness and Portals of Prayer. Edit list from Concordia Publishing House and email.*

## **PETTY CASH FUND:**

*Manage the Petty Cash Fund for the church office including keeping accurate detailed receipts and bookkeeping records of funds through use of "vouchers" and general ledger. This account should be audited twice a year. It is the responsibility of the Administrative Secretary to request additional funds from the Church Treasurer as needed.*

## **MISCELLANEOUS**

*Pastor's Health Savings Plan—When pay checks are issued, deposit Pastor's contribution into Health Equity and enter the church's contribution quarterly. Inform Bookkeeper to put the data into QuickBooks. Copy the receipts and file in the locked filing cabinet.*

*Know and follow the Policy Manual of St. John's Lutheran Church.*

*Use opportunities for improvement through attendance at workshops, seminars, conferences, etc., as approved by the Senior Pastor and paid by the congregation.*

## **SUPPORT OF EAGLE'S NEST PRESCHOOL**

*Provide confidential clerical and administrative support to the preschool director and teaching staff as directed.*

*Copy newsletter & distribute to preschool staff. Email newsletter to website manager.*

*Accept preschool tuition payments, record, and place in drop box.*

*Purchase/order resources and materials as directed.*

*Remind authorized check signer to come in.*