

## **JOB DESCRIPTION**

### **CHURCH OFFICE ADMINISTRATOR**

The purpose of the Church Office Administrator is to manage office and custodian staff, communicate with church team leaders, organize and communicate information relating to the church calendar, building usage and strive to maintain effective, understandable and organized daily operations at Fairfield Glade First Baptist Church (FGFBC). Work schedule is minimum coverage during scheduled church office hours but may require additional hours for job functionality.

#### **Qualifications:**

- Three years of experience as a secretary, administrative assistant, executive secretary, office manager. Business and education experience in comparable size church may be considered.
- Minimum education: high school graduate, Business degree or equivalent is desirable.
- Must possess computer skills using basic computer business programs and software. Be familiar with the operation of church computer systems such as payroll, membership and communications or be willing to obtain training.
- Possess strong organizational, management and exceptional administrative skills.
- Display excellent interpersonal, leadership and communication skills with people.
- Be a committed Christian and be actively seeking a deeper relationship with Jesus Christ.

#### **Essential Duties and Responsibilities:**

1. Maintain and manage security awareness and daily operation of the church office.
2. Facilitate church membership communication networks such as bulletins, internet, Sunday weekly announcements, Facebook, e-blast, etc.
3. Manage policy enforcement and scheduling Towne Centre facilities usage, bulletin boards, monitors, mailboxes, flyers, etc. Manage the procurement and cost of office, church supplies to insure fiscal accountability regarding spending, time usage, bill payments and reimbursements.
4. Maintain and communicate the master church calendar.
5. Coordinate with the Ministry Leaders, volunteers and paid staff to communicate updates, changes to calendar and policy/procedures.
6. Oversee and record transactions to the church databases including Servant Keeper and Planning Center to keep the membership records up to date and accurate. Insure proper use and application.
7. Assist Church Treasurer and Chair of Stewardship & Finance when requested.

8. Prepare and submit all information associated with employee payroll to outside service provider and coordinate with Finance Team to maintain accurate records for all staff involving vacation days, compensation and benefits.
9. Prepare and distribute year-end member contribution reports and other financial reports.
10. Available for administrative support for the Pastors.
11. Attend church staff meetings, communicate office department information and provide documents as requested.
12. Oversee receptionist, custodian(s) and their schedules.