

Wayside Presbyterian Church

Position Description

Job Title: Executive Administrative Assistant

Reports to: Pastor/Head of Staff

Date Revised: January 31, 2024 **Approval/Effective Date:** _____

Overall Responsibilities:

Perform assigned administrative duties as the primary secretary to the Pastor/Head of Staff, maintaining confidentiality of all information; maintain awareness of the flow of financial activities and reports in order to resource the Finance and other teams of the church upon request; perform assigned financial duties in cooperation with the Finance Team; and provide primary administrative support to Pastor and secondary support to church officers, teams, and other church organizations. The incumbent has no responsibility for supervising others.

Purpose:

Overall, the incumbent will promote 1) the mission of Wayside Church of "*walking with Jesus, sharing Christ along the way,*" 2) our vision of impacting religious decline, connecting with our neighbors, and serving the needs of seniors, and 3) the four pathways of spiritual development of Welcome, Worship, Wisdom & Witness. The incumbent will demonstrate the qualities and attributes of a caring Christian and practice effective stewardship of the church's resources. Incumbent will present a positive image to church members, visitors, and the general public in their contacts with the church, whether in person, via telephone and/or other forms of written and electronic communication.

Accountability

The incumbent reports to the Pastor/Head of Staff (day-to-day supervisor), and cooperates and consults with the teams and groups whose decisions guide the incumbent in his/her duties.

Specific Job Responsibilities:

General

Assure that all business and financial procedures comply with established church policies and procedures as approved by Session and/or issued by standing teams within the church, and with all current federal, state and local laws at the direction of the Finance and Human Resources Teams. Recommend any changes or revisions that may be required for proper conduct of church business.

Secretarial

1. Type correspondence and other required documents using appropriate computer software (e.g. word processing and spreadsheet).
2. In cooperation with the Pastor, prepare and reproduce the weekly and special worship bulletins for paper and digital distribution.
3. In cooperation with the Pastor and others, create PowerPoint slides for announcements and worship liturgies for digital displays, and transfer them to the sanctuary computer.
4. Practice exemplary interpersonal communication skills when interfacing with church members, visitors, vendors, and the general public.

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5. Answer and screen all incoming communications by telephone, email, and other means of communication.
6. Act as church receptionist; greet and challenge all visitors who enter the church building. Direct visitors to the person on whom they are calling. Be alert to the security of the building in all encounters per the adopted protocols.
7. Process incoming and outgoing mail in a timely manner; distribute postal and digital communications as required; organize package pick-ups and deliveries as needed.
8. Maintain the stock of necessary office and postage supplies; reorder supplies and postage stamps as necessary.
9. Prepare regular reports as defined by the Head of Staff; issue reports to designated officers, teams or other leaders as appropriate.
10. Under the direction of the Pastor, prepare and digitally maintain other information packets such as Annual Reports, New Member Class materials, officer orientation material, etc.
11. Maintain a *Members and Friends* database and online church directory in cooperation with the Welcome Team to keep it current.
12. Maintain the general church calendar, publishing month ahead in newsletter, current week in the Life & Witness, and cooperating with the webmaster and digital support staff in updating any online calendar.
13. Respond to and process inquiries about the church calendar with the Pastor, Buildings & Grounds Team and any other appropriate groups or staff. Verify availability of church facilities in response to requests for church use. Communicate policies and coordinate ongoing communications regarding use by groups. Collect fees and manage distribution of keys as appropriate.
14. Prepare the monthly newsletter, including solicitation of news and information from staff and the various church groups. Set a deadline for submissions and handle timely distribution of the completed newsletter in paper and digital forms.
15. Maintain the *Church Organizational Manual*, keeping it current with latest policy revisions in cooperation with the Pastor and other leaders.
16. Process documents; scan, make photocopies and distribute as needed; dispose of unneeded documents in a proper and confidential manner.
17. At the direction of the Pastor/Head of Staff, send out urgent messages and alerts via eblasts.
18. Communicate any schedule changes to publishers of standing church listings.
19. Maintain church record files; file designated documents as required.
20. Maintain personal administrative skills so they are current and up-to-date; recommend ways to improve efficiency of office functions.
21. Perform other related duties and assignments as directed by the Head of Staff.

Financial

1. Maintain a copy of the current church budget and interpret to staff and teams upon request.
2. Ensure that appropriate disbursement procedures are in place, and prepare invoices and vouchers for payment to vendors, church staff and others. Initiate necessary mailing of checks to outside parties.
3. Act as signatory on required documents, as authorized by delegation from the Session or Head-of-Staff.
4. Manage the preparation and reporting of the church payroll to current third party agency; prepare biweekly time report forms for hourly-rated employees and issue them; distribute payroll checks/stubs to staff employees.

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5. Maintain timely communications with established banking institutions and third party contractors; distribute reports and bank account statements; and facilitate communications and reporting with denominational agencies.
6. Provide records, as requested, for the annual financial review of church books in accordance with church policy and the Book of Order (PCUSA).
7. Maintain a working computer literacy as applied to systems and software currently in use by the church, including Windows, Microsoft Office, Dropbox, Gmail, and other software as appropriate. Attend recommended online or in-person training as appropriate and available.
8. Perform other related duties and assignments as directed by Head-of-Staff.

Position Qualifications:

- High School diploma or GED required; a working knowledge of basic bookkeeping and accounting procedures.
- A minimum of 2 years practical experience in an administrative office environment. Ability to type documents effectively on a standard keyboard.
- Computer literacy with ability to operate in various computer software involving word-processing, spreadsheet, presentations, and database.
- Ability to communicate clearly in written and oral forms.
- Interpersonal relationship skills and ability to work harmoniously in a non-discriminatory manner with other persons.
- Ability to work a regular daytime schedule with monthly Finance Team evening meetings.
- Knowledge of and ability to operate office equipment appropriate to an administrative office.
- A current valid Pennsylvania driver's license.
- A cell phone for timely communications with the Pastor/Head of Staff.

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