



ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Status: Part-Time (hourly, non-exempt)

Reports to: Director of Operations

Mission, Vision and Values of Grace Church

- **Mission** – To glorify God by making disciples of Jesus Christ and living out the Gospel together
- **Vision** – To be a growing fellowship of believers (Acts 2:24-27) who are being transformed by Jesus (Mark 1:17) and empowered by the Holy Spirit (Acts 1:8) to make disciples (Matthew 28:19-20)
- **Values** – Christ-centered, Spirit-led, Rooted, Generous, Faithful

About This Role

The role of the Administrative Assistant is to provide a welcoming, positive, and confidential environment for all visitors during regular office hours (Monday through Thursday, 9:00a–2:00pm). This position also provides accounting clerk and administrative assistance on behalf of the staff as well as many aspects of behind-the-scenes administration, communication, and logistical duties to support the church.

Primary Responsibilities and Tasks

1. Accounting
 - a. Prepare weekly deposits including copies for accountant
 - b. Code invoices and prepare checks for signature (must use QuickBooks)
 - c. Scan and file financial documents
2. Payroll Administration
 - a. Enter payroll data (new hires, time reporting) and retirement information
 - b. Maintain personnel files
3. Database Administration
 - a. Maintain update congregational database (must use Planning Center)
 - b. Assist with ministry volunteer scheduling and data entry
4. Inventory & Supplies
 - a. Maintain inventory and prepare annual report
 - b. Maintain supplies inventory by ordering/restocking as needed
5. General Administration
 - a. Assist with coordinate and maintain the church facility and event calendar
 - b. Provide administrative support to staff as needed
 - c. Provide administrative support to church teams as needed
 - d. Provide event planning support as needed
 - e. Pick up and distribute mail
6. Other duties as required

Strengths & Skillset

- Exhibits professionalism, conscientious work ethic, teaching ability, and accountability
- Able to exercise discernment and wise judgement
- Self-starter, trustworthy, hard worker, reliable and solid team player
- Ability to multi-task and prioritize projects with strong attention to detail
- Ability to work independently without supervision.
- High school graduate, some college preferred, with a minimum of five years office/administrative experience
- Ability to use a variety of software (or able to learn quickly) including Word, Excel, QuickBooks, Planning Center and others as necessary

Team Relationships

This position is accountable to the Director of Operations and provides administrative support to all staff. It is expected to participate with the staff team in activities that support physical, mental, emotional and spiritual health.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Grace Church.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second (if applicable), your children third (if applicable) and the ministry fourth.
- Conduct must be in full accordance with the Essential Tenets and Polity of the Covenant Order of Evangelical Presbyterians (ECO) – visit [Publications — ECO Theology \(theology-eco.org\)](https://theology-eco.org).
- Exhibit personal generosity to Grace Church through giving of time, talent and treasures.
- Be loyal to the vision and staff of Grace Church and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Adhere to the precepts of the employee handbook.
- Achieve annual goals with measurable outcomes.

Schedule

This is a part-time, hourly position (20 hours per week) with most of the time spent in the office. The normal office hours and work schedule is Monday through Thursday, 9:00am–2:00pm.