



## Job Description/Ministry Focus Sheet

**Position Title:** Admin Assistant + Bookkeeper

**Reports to:** Senior Pastor

**Employer(s):** Harvest Bible Chapel

**Exempt/Non-Exempt:** Non-exempt

**Employment Classification:** Staff

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### **Primary Functions:**

To assist and support the senior pastor and the church staff by managing the church office and helping with a variety of tasks and projects/events, as needed. To manage the accounts payable and reconcile accounts for the church.

### **Specific Responsibilities:**

- General Administration
  - Manage the church office
    - Meet and greet visitors
    - Manage the church calendars
    - Respond to voicemails
    - Answer general email ([info@harvestdesmoines.org](mailto:info@harvestdesmoines.org))
    - Order and keep stock of office supplies
    - Check mail
    - Make copies/scan items where needed
    - Keep Welcome Center stocked with print materials
    - Assume primary communication with Canon on any printer issues
  - Prepare weekly dashboard and stat sheet from Sunday services by Tuesday afternoon
  - Sunday Bulletin
    - Plan layout and content of front page
    - Input sermon outline + financials
    - Proofread and print weekly bulletin
  - Prepare, record, proofread, publish, and store Family Chat minutes and attendance
  - Manage Harvest gear preparation, communication, and orders
  - Coordinate churchwide event planning
  - Oversee communication with Ministry Leaders
  - Attend staff meetings
  - Manage church database (Fellowship One)
    - Maintain data quality, accuracy, and consistency
  - Manage church website
    - Creating new webpages and events consistent with the church calendar
  - Manage and post to the church's social media accounts
  - Oversee Next Steps assimilation process
    - Keep running list and contact information for people eligible for and interested in each class
    - Communicate class details to interested people
    - Provide supplies & print materials
    - Send reminder emails of the meeting time, date, location before each class

- Document the completion of the process in Fellowship One
- RightNow Media
  - Contact person for Right Now Media
  - Create new users - after Step 2
  - Create and manage dashboard/content creation
- Sunday Services
  - Informing Service + Ministry Directors about relevant updates for Sunday services
  - Baptism
    - Communicate with people interested in being baptized and get started on the baptism process
    - Work with senior pastor to schedule baptism service
    - Organize details of baptism Sunday (photographer, t-shirts, etc.,)
  - Communion
    - Make sure all supplies are stocked
    - Communicate to welcome team any directions/reminders
  - Kitchen Supplies
    - Ensure the kitchen is fully stocked each Sunday
- Ministry Specific Admin:
  - Harvest Students
    - Help with big annual events (Winterfest, Summer Camp)
    - Help with monthly events (Game Nights, service projects, outings)
    - Coordinate weekly set up/tear down on Wednesday nights
    - Help with weekly social media posts
    - Coordinate weekly purchases (snacks, games, supplies)
  - Small Groups Admin
    - Coordination with SG leaders for building use and service projects, as needed
    - F1 reporting, as needed (attendance, serving, members not in group)
- Bookkeeping
  - Write checks and/or sends electronic payments to vendors and reimbursements of cost.
  - Record financial transactions. This includes recording journal entries to the general ledger.
  - Reviews credit card transactions and records entries to appropriate accounts.
  - Monitors expenses incurred and works with staff on expense classification.
  - Performs monthly bank reconciliations to ensure the information in financial records matches with the bank.
  - Investigates differences between bank accounts and general ledger.
  - Obtains information for year end 1099 reporting.
  - Knowledgeable of Quickbooks accounting software.
- Assist in any other responsibilities needed for the church

### **Common Responsibilities:**

In addition, there are certain responsibilities and duties that are appropriate for everyone associated with Harvest Bible Chapel. The following section addresses many of those areas.

Each team member is responsible for his/her actions and decisions to:

- God
- His/her immediate supervisor
- Harvest Bible Chapel's Pastoral Board
- The community in which we live and do business

Each team member has the following common responsibilities and duties

- To be personally obedient to Jesus Christ on a daily basis
- To pray for God's intervention in the lives of each team member in the following areas:
  - Their daily submission to His revealed will
- To protect the proprietary nature of Harvest Bible Chapel's data and products
- To avoid conflicts of interest
- To be watchful of how each endeavor affects Harvest Bible Chapel's witness for Jesus Christ before a watching world, and to then offer genuine, honest counterpoint to any action which might stain such a witness
- To facilitate a spirit of grace and conciliation in all interactions
- To offer options, alternatives, and a realistic picture of the ramifications of decisions made
- To provide accurate guidance for Harvest Bible Chapel's and its members
- To provide leadership in creating new ideas regarding ways Harvest Bible Chapel might minister
- To be a resource for creative ideas on how Harvest Bible Chapel might make itself known
- To speak to groups, conferences, etc. addressing any issues of personal expertise that will result in the furtherance of ministry efforts
- To be familiar with the software Harvest Bible Chapel utilizes
- To be present at all required meetings, unless excused

By signing below, I agree to the responsibilities required of this position with Harvest Bible Chapel Des Moines. I affirm that I will start this position on \_\_\_\_\_.

\_\_\_\_\_  
Employee Name      Date \_\_\_\_\_, Senior Pastor      Date \_\_\_\_\_