ADMINISTRATIVE SECRETARY
Job Description
LEVEL III
Revised November 2020

Purpose

To assist the pastor, ministers and the leadership of the church in the everyday operations of the church. One should assist in the accomplishment of the ministry tasks, which are necessary for worship, service, evangelism, discipleship, and fellowship in the church and community.

The Administrative Secretary will show evidence in one's life of God's calling to this special phase of Christian work. One will be supportive of the total church program.

This position requires a person that can work independently by establishing and maintaining his/her own daily work schedule. One must complete assigned responsibilities exercising independent judgment and confidentiality based on the goals or objectives of the church. One must maintain good relationships and cooperation with other personnel/staff members and church members.

Education and Experience

High School graduate required. College graduate preferred. One to three years secretarial and/or administrative experience preferred. Knowledge and experience using Microsoft Office is needed. Knowledge and experience with applications needed to track church finances and membership (e.g. QuickBooks and Powerchurch) preferred. Knowledge and experience with use of social media and website maintenance preferred.

Duties and Responsibilities

- Coordinate/oversee daily operations of the church office
- Support staff and members as needed
- Prepare weekly worship guide
- Manage payroll (including filing and paying federal and state taxes)
- Post weekly contributions
- Prepare monthly financial statement
- Maintain minutes for church conferences

Chain of Command

Administrative Secretary will be supervised and evaluated by the personnel team. The Senior Pastor will oversee the day to day functions of the administrative secretary.

Leave Policy

Please see HBC Leave and Holiday Pay Policy for all Employees