



PINNACLE
CHURCH OF CHRIST

Job Description – Administrative Assistant/Bookkeeping-Data Entry

Position Title: Administrative Assistant/Bookkeeping-Data Entry

Hours: 8:00 – 4:00 Monday - Thursday

Pay Rate: \$17-\$20/hr

Overview:

- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Must work closely with the volunteer assistant regularly.
- Must possess good telephone and communication skills.
- Perform general office work, under the supervision of the ministers, elders, and cooperation with the other staff.

Responsibilities:

- Keep church staff informed of member's needs such as deaths, illness, and other crises.
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File sermons, reports, correspondence, and other assigned materials.
- Exercise tact, courtesy, confidentiality, and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
- Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.
- Edit and prepare weekly bulletins and other documents as requested.
- Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Prepare and maintain mailing lists and church roster.
- Photocopy documents and assemble as needed.
- Do routine letters and documents as needed/requested.
- Keep accurate church records, (e.g. church members, prospects, calendar, etc., working in cooperation with the ministers, elders and volunteers.
- Record deposits and individual records of contributions.
- Enter visitor attendance records and prepare attendance sheets for each week.
- Scheduling and following church policy regarding building usage and key checkout.
- Perform other duties as assigned by the ministers, elders, and volunteers.
- Other Duties as assigned.

Qualifications/Experience:

- At least a high school diploma, some college preferred.
- Experience with Microsoft Office, including Word, Excel, PowerPoint, Publisher and ability to work with graphics.
- Good organizational skills.