

**Genesis Church
Administrative Lead**

QUALIFICATIONS:

1. Committed to Jesus Christ as Savior and Lord.
2. College graduate or equivalent work-related experience
3. Minimum of five years administrative experience
4. Excellent and speedy keyboarding skills
5. Strong computer skills (MS Office Suite: Windows, Word, Excel, Access, PowerPoint, Outlook)
6. Practicing discipline in the spiritual life
7. Strong organizational skills
8. Have excellent command of English composition and punctuation
9. Ability to administrate and fully utilize database system
10. Committed to the Vision and Strategy for Ministry of Genesis.
11. Support of the theological positions of the ECC.

PURPOSE OF POSITION:

Primary function is to oversee the administrative activities of the church office, providing support to pastoral staff, as well as provide bookkeeping skills for the church. This person would report directly to the Lead Pastor.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Maintenance and organization of reception area.
2. Ordering and maintenance of office supplies and equipment.
3. Organization and maintenance of church calendar (and staff calendar).
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Screening and routing all incoming calls.
6. Answer mail, correspondence, phone calls, etc.
7. Check email and respond.
8. Coordinate scheduling for church events.
9. Create team to type, print, and fold weekly bulletins.
10. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.)
11. Process baby dedication/baptism requests and prepare certificates.
12. Prepare annual reports.
13. Schedule staff, leadership team and other meetings and file minutes.
14. Routine filing of paperwork.
15. Prepare new members information packets and coordinate receptions.
16. Coordinate travel arrangements for ministry related events.
17. Set up counseling meetings and other appointments.
18. Coordinate staff meetings, lunches, etc.
19. Notify all Pastoral Staff of member hospitalizations, deaths, etc.
20. Prepare, proof, print, and disburse weekly email updates.
21. Route incoming faxes to appropriate staff.

22. Maintain and up-date all standard forms and ministry literature.

Bookkeeping duties:

- Ensure all bills are paid on time using the correct entity and account.
- Record all incoming and outgoing transactions in QuickBooks Pro including: deposits, electronic payments, credit card transactions, and checks issued.
- Receive approved check requests, issue live checks issued at least weekly, obtain signature and distribute.
- Ensure appropriate approval is documented for all checks and invoices paid.
- Submit copy of data at least monthly to Genesis Treasurer for leadership team reports.
- Prepare & file sales tax returns monthly for The Rock at 32nd Street.
- Process semi-monthly payroll checks for staff.
- Process withholding tax payments and prepare quarterly/annual payroll tax returns.
- Prepare and issue 1099 and W-2 returns annually.
- Reconcile all bank and credit card statements monthly.
- Enter budget into QuickBooks Pro and ensure all transactions are recorded against appropriate budget line item.
- Maintain employee files including tax documents, letter of call, changes in pay, deductions.
- Maintain files for all bills and checks paid.
- Maintain files for insurance, banking, legal, and various other ongoing items.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

Starting pay: 40 hours per week at \$15 per hour