

Durham Memorial Baptist Church

Administrative Secretary Job Description

Primary Purpose: The Administrative Secretary is responsible for providing professional administrative and financial support.

Work Schedule: 4 days per week (Monday – Thursday)

9:30 am to 4:30 pm; 1 hr. lunch

Flexible work schedule may be required at times.

Reports To: Pastor

Administrative Duties

- Greet the public and answer the telephone and doorbell.
- Make phone calls as directed.
- Process incoming and outgoing mail.
- Participate in staff and Deacon's meetings; compose or transcribe correspondence.
- Keep accurate church records, including attendance, membership, baptismal, marriage, newsletter or special mailing lists, etc. in church software program.
- Keep a list of church members who are in the hospital, of special prayer requests, of deaths, births, and other important events. Mail cards as appropriate from the church.
- Prepare weekly Wednesday Prayer Focus and Sunday worship PowerPoint presentations and load onto laptop and announcement screen.
- Notify Pastor and appropriate Deacon about members who are sick, hospitalized or have passed away.
- Order/maintain office, administrative and kitchen supplies as needed or requested. Receive scheduled deliveries and allow service or repairmen access to facilities during regularly scheduled work hours.
- Keep yearly contracts up to date (i.e. office equipment, HVAC, etc.).
- Maintain church master calendar of events and inform appropriate persons of any changes.
- Oversee use of the church facilities in accordance with the approved guidelines (i.e. weddings, funerals, etc.).
- Coordinate the preparation of the facility for specific meetings and events with custodian.
- Prepare and submit a budget annually for the office supplies and expenses.
- Maintain an office atmosphere that is representative of God's house along with having a basic understanding of people and how to tactfully handle difficult situations.
- Other duties as assigned.

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Financial Duties

- Set up, post weekly deposits and member contributions in Realm, the church accounting software program. Review and print yearly contribution statements by January 31st.
- Keep accurate records of all church expenditures, and income through tithes, offerings, special gifts, and online contributions. Forward receipts to nonmembers for any memorial gifts received, advise families when a memorial is received.
- Schedule timely meetings for the Treasurer, Financial Chair, or authorized signer to review and sign prepared checks/bills to insure that due dates are complied with on a consistent basis.
- Maintain proper filing of all documentation related to contributions and accounts payable functions, as well as church business records.
- File necessary forms to the State to receive church sales tax refunds.
- Set up the approved church budget in the Realm software package.
- Work closely with the payroll vendor, One Source, to report any pay period updates, including new hires, terminations, and pay rate changes, bi-monthly, as well as yearend 1099 information.
- Ensure that church banking correspondence is forwarded to the treasurer and finance chair.
- Coordinate new and updated membership data (including addresses and phone numbers), as well as membership changes (i.e., letters to move membership) with the church clerk, to be input in the church's software package.
- Setup new vendor records; maintain existing vendor records; receive, organize and write checks for all accounts payables in a timely manner. Checks will be written once a week, through our Realm software. Check with the Treasurer or Finance Chair if unsure where to code expenses, or the period they belong in.
- Prepare financial reports by making any needed journal entries for bank drafts, payroll reports, and any other needed month end adjustments. Print copies of month end reports for the treasurer and finance committee to approve and post before sharing with the Pastor and Church at scheduled business meetings. These reports include the balance sheet, analysis of revenues and expenses, and summary of restricted accounts.
- Prepare any required reports or forms for auditors, IRS, or any other offices of accountability.
- Reconcile and balance church checking accounts, and petty cash box, through Realm software.