



SPRING HILLS BAPTIST CHURCH

LIVE LOVE LEAD LIKE JESUS

1001 JOB DESCRIPTION FORM

Ministry Area	Administration
Vision Alignment Brief Explanation	This position helps to ensure that all administrative matters align appropriately with vision of SHBC.
Job Title	Administrative Assistant
Reports to	Amy Comisford
	<i>Title</i> Business Director

Salary Range:	Current Hourly Rate:	Type of position: Full time	Hours 32 hrs./ week Nonexempt Hourly
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GENERAL DESCRIPTION

- Assists with accounting data entry of accounts payable invoices and credit card expenses. Cross trained to back up contributions processing.
- Manages Espace data entry for building scheduling and assists with Realm database.
- Track, order, and manage office supplies to ensure uninterrupted daily operations.
- Prepare, copy, assemble, and distribute high-quality documents and materials for meetings, events, and ministry activities.
- Sort, distribute, and manage incoming and outgoing mail and correspondence.
- Oversee the maintenance and operation of office equipment, including copiers, folding machines, paper cutters, and postage machines.
- Provide backup training and support for emergency procedures and office safety protocols.
- Demonstrate excellent interpersonal skills while maintaining a high degree of professionalism and confidentiality.
- Answer and direct phone calls, take accurate messages, and respond to inquiries in a timely manner.
- Answer, screen, and respond to emails while ensuring effective communication across departments.
- Assist staff with projects, scheduling, document preparation, and other organizational needs to support ministry objectives.
- Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.

WORK EXPERIENCE REQUIREMENTS

Excellent computer skills, including Word and Excel in a Microsoft Windows environment. Knowledge related to bookkeeping and accounting data entry. Effective oral and written communication skills. Able to exhibit a high level of confidentiality. Excellent organizational skills and attention to detail. General knowledge of office equipment.

ANNUAL ASSESSMENT KEYS

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| 1) Punctual, Reliable, Dependable | 6) Takes Initiative/Resourceful/Problem Solving |
| 2) Planning/Organization/Follow-through | 7) Accepts Guidance/Direction/Responsive |
| 3) Communication – Courteous/Professional | 8) Attention to detail – Seeks Excellence |
| 4) Resource/Equipment Stewardship | 9) Servant Mindset – Focus on Others |
| 5) Budget – Management of Financial Resources | 10) Growth – Spiritual & Professional |

Spiritual Gifts: Administration/Serving

REVIEWED BY

Title



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APPROVED BY	<i>Title</i>		
DATE POSTED			
DATE HIRED			