

Eastanallee Financial and Administrative Assistant

Job Description

Position: Financial and Administrative Assistant

Overview:

To generally oversee and manage the finances of Eastanallee Baptist Church, through adherence to the church budget, and with assistance from the Budget and Finance Committee. To manage the church office, its daily activities and assist in managing the work of non-Pastoral staff with the Pastors. To serve the administrative needs of the Lead Teaching Pastor, Worship Pastor, and Children's Director. This position works under the direction and guidance of the Pastoral Staff.

Detailed Responsibilities

- Manage the day-to-day activities of the office (general task responsibilities).
- Under the guidance of the Pastors, monitor the non-Pastoral staff in regards to job performance and report to the Pastors any issues.
- Under the guidance of the Pastors, observe the facilities (buildings, grounds, cemetery), report any issues to the Pastors, and be willing to execute the plan to resolving those issues.
- Oversee, on a day-to-day basis the finances of the church.
- In the area of finances, ensure accountability and transparency to the church.
- Ensure that monthly bills, invoices are paid in a timely manner.
- Ensure church tithes/offerings are counted accurately, with accountability and deposited timely.
- Work with our outside accounting firm in the areas of payroll, monthly financial reports, non-profit reporting, banking, payments, income tax reporting, etc.

- Ensure knowledge of the church's By-Laws so as to function under its guidance.
- **Maintain and order office supplies**
- **Manage any administrative tasks given by the Ministerial staff to perform**

Skills

- General accounting knowledge, in accuracy and method.
- A great attention to detail, ensure that reporting is always accurate.
- The ability to multi-task, and delegate responsibility to staff when required.
- The ability to manage and lead the efforts of others within the office.

Relationships

This position works closely with the Pastoral Staff as well as all other staff members, both Pastoral and non-Pastoral. You will also work with church committees and church members. You will also maintain a close working relationship with our outside accounting firm and representatives in that office.

Hours and Compensation

- Part Time Up to 30 hrs a week.
- Ranging from \$30-35,000 annually.