

THE FIRST CHINESE CHURCH OF CHRIST IN HAWAII

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

(Salary range between \$34,000-\$41,000 including benefits)

I. INTRODUCTION

The ADMINISTRATIVE ASSISTANT is a full-time staff position under the supervision of the Business Administrator. This position handles a wide range of office tasks and provides supportive services to the church Business Administrator and assists in duties related to church finances, record keeping and filing of documents. This position functions in accordance with established standards and procedures.

II. DESIRABLE QUALIFICATIONS AND SKILLS

To fulfill this role, the Administrative Assistant should possess the following educational qualifications, experience and skills:

- 1) Minimum of high school graduation with diploma, Associate or Bachelor degrees recommended.
- 2) Minimum of 2 years experience in basic office and accounting work such as organizing and maintaining files, bookkeeping and basic accounting procedures.
- 3) Possess knowledge and competency in publishing, word processing and financial computer software for accounting and databases.
- 4) Demonstrates the ability to clearly and effectively communicate information both written and verbally. Have good interpersonal and communication skills ie. Have the ability to listen, be empathetic, patient and understanding.
- 5) Has ability to organize and prioritize workload, problem solve, and pay attentive to accuracy and details.
- 6) Able to work as a team member with pastoral and lay staff, and the Board members and committees.

- 7) Possess a true love for the Lord and have an understanding of a positive enthusiasm for the work of the church; be supportive of every member of the Body of Christ and maintain confidentiality to all issues related to the church.

III. DUTIES AND RESPONSIBILITIES

A. Finances

- 1) Assist Business Administrator in preparing payroll information, distributing checks, and maintaining office financial records.
- 2) Provide financial responsibilities to include processing receipts and expenditures, payroll and other financial transaction and keeping appropriate records.
- 3) Create and maintain filing systems for all documents, donations, assets and liabilities to include electronic backup and hard copy when necessary.
- 4) Maintain petty cash according to established guidelines, distributes and summarizes monthly for bookkeeper to provide reimbursement.
- 5) Prepare deposits for offering and gifts of \$250 and above; documents and acknowledges donors with a letter.
- 6) Inform management and compiles reports/summaries on activity areas.
- 7) Reports and records special offerings including monthly missions offerings.

B. Correspondence/Communication

- 1) Receive calls and initiates calls, and maintain schedule of dates and appointments.
- 2) Assist with mail collection and distribution to appropriate staff and Board members.
- 3) Inform Pastors and Board members of appropriate communications.

- 4) Receive and forward requests for events that require the use of the church facilities to the administrative assistant.
- 5) Send funeral sympathy letters to family of deceased members with \$35.00 and a related pamphlet.
- 6) Perform other correspondence as needed.

C. Office Supplies

- 1) Order and arrange delivery or pick up of supplies for office and staff as necessary.
- 2) Maintain and inventory adequate amount of office supplies including seasonal bulletin covers, letter heads and envelopes.
- 3) Maintain, record and account for church equipment and assets.

D. Bulletins and Announcements

- 1) Assist in writing, editing, printing, and distributing weekly church bulletins for Sunday Worship Services, both English and Chinese and Joint Worship Services:
 - English - 40 for 7:45 am; 150 for 10:30 am;
 - Chinese - 170 for 8:45 am;
 - Joint – 200 for 10:00 am
- 2) Prepare inserts and place in bulletin:
 - Church calendars last Sunday of month
 - Announcements
- 3) Prepare special bulletins: Funerals, Special Services
- 4) Prepare draft and forward to Chinese contact for translation
- 5) Maintain floral chart, order flowers for Sunday
- 6) Maintain record, collect and deposit monies for special occasions for Easter lilies and Christmas poinsettias.

E. Membership and Church Records

- 1) Maintain and keep current permanent record of all church members both electronic and hard copy.
- 2) Prepare certificates for membership and/or baptism; marriage and funeral records.
- 3) Forward names of individuals to assign offering envelopes/number.

F. Reports

- 1) Assist with preparation and distribution of annual and special reports.
- 2) Prepare and submit United Church of Christ Year End Report and share information with Board.

G. Other Related Duties

Perform all other related duties as may be required and mutually agreed upon.

III. COMPENSATION AND TERMS

- 1) Term - The Church agrees to your services to be effective _____ and will be extended annually subject to an annual review. The first three months will be deemed a probationary period.
- 2) Base Compensation - The Church agrees to pay _____ annually payable on a bi-weekly basis.
- 3) Pension - After the first full year of employment, the Church agrees to pay to the Pension Board of the United Church of Christ 6% of your base pay or _____ per year towards your pension plan.
- 4) Medical - Pay the single person health insurance coverage, currently at _____. As rates change the amount will be adjusted.
- 5) Vacation and Sick Leave - You will be granted one (1) vacation day per month, worked after the first full month of employment. You may accumulate up to 30 days of vacation. You will have sick leave granted at one (1) day per month, worked after the first full month of

employment. You may accumulate up to 30 days of sick leave. Please refer to the TFCCCH Policy and Procedure Manual for further details.

March, 2016