Grace Church Executive Assistant
Job Posting

Job Description: Executive Assistant/Front Desk
Hours: Mon-Thu 8:30am-4pm plus monthly Admin Meetings.
Pay: Based on Experience ($24-$30hr)

Overview:

- First and foremost, administrative Assistant must have a personal relationship with the Lord and be serving Him faithfully.
- Must be a regular attender in their local church for in-person gatherings.
- Must have general office experience, experience with phone systems and computer programs (Microsoft Office). Willing to learn Planning Center, ProPresenter, QuickBooks, Vanco, payroll services, Google Suites
- Must be welcoming and loving to all types of people that call or enter our offices (benevolent, marriage trouble, grief, joyful, exhausted, struggling)
- Must keep personal information of congregates and staff confidential.

Responsibilities:

- Update and print the weekly bulletin.
- Communication and coding of bills and paying of bills
- Attend weekly staff meetings.
- Assist Pastors and staff with daily administrative tasks
- Lock and unlock facilities for people who use them. (Mainly During regular office hours)
- Maintain calendar for facilities use and events.
- Maintain and organized workspace and record files
- Be meticulous with bookkeeping and using QuickBooks
- Be timely with payroll.
- Organize teams to handle church finances.
- Make deposits and keep records.
- Participate in Monthly Admin meetings to discuss church finances.
- Keep church staff informed of member's needs such as deaths, illness, and other crises. (Members/attenders will communicate with you, you please communicate those needs to us)
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; this includes but is not limited to maintaining supplies and various files; keeping records and compiling them into periodic reports.
- Perform work accurately and with attention to detail.
- Exercise tact, courtesy, confidentiality, and diplomacy in receiving callers, in person or by telephone; keep a calendar of appointments current.
- Edit and prepare documents as requested.
- Make outgoing calls such as ordering materials or supplies, scheduling church maintenance or repairs.
- Prepare and maintain church directory in Planning Center Online.
- Photocopy documents, fax, scan documents and assemble as needed.
- Do letters and documents as needed or requested
- Perform other duties as assigned by the Senior Pastor.

Qualifications/Skills

- High school diploma required; some college education is preferred but not required.
- Experience working in an administrative role is preferred.
- Personable, cordial and can work cooperatively with others.
- Experience with Microsoft Office is required.
- Ability to work quickly and as part of a team.
- Excellent communication skills both verbal and written.
- Strong determination and “can-do” attitude, with a. commitment to seeing tasks through to completion.
- Willingness to occasionally work beyond regular hours to ensure tasks are completed, particularly during critical periods or events.
- Ability to adapt gracefully as may be needed for various situations when working on projects.
- Ability to maintain confidentiality.
- Competent in QuickBooks and payroll services

How to Apply.

- Any interested parties can promptly send their resume to pastorpaul@gracechurchkelseyville.org
- Resumes will be accepted until the position is filled.