

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

SHAWNEE PRESBYTERIAN CHURCH
6837 Nieman Road
Shawnee, KS 66203

TITLE

The title of the position shall be “Administrative Assistant.”

PURPOSE

The purpose of this position shall be to provide financial, secretarial, and administrative services to the pastor and other professional church staff.

ACCOUNTABILITY

The Administrative Assistant shall be accountable to the pastor as head of staff. This position is part time averaging 15 hours per week.

RESPONSIBILITIES

1. Work onsite Monday through Thursday 9:00am to 12:30pm. Our church is Covid aware and uses precautions to avoid the virus. This position has limited contact with the public.
2. To be responsible for the Church bookkeeping and accounting procedures.
3. Bookkeeping and Accounting procedures are to include payrolls, and bill payments. Payroll is to include the calculation of pay, keep records according to federal guidelines, deposit withholding taxes, file quarterly and year end returns, and preparation of W-2 and 1099 at year end. Our church utilizes Church Windows software for accounting and membership maintenance.
4. To maintain a good filing system.
5. To prepare worship bulletins and newsletters.
6. Keep updated membership lists in consultation with the Clerk of Session.
7. To coordinate the scheduling of all church activities on the church calendar. Coordinate the use and rental of the church by community groups in consultation with the pastor and session as necessary.
8. To coordinate building maintenance under the direction of the pastor and the Building and Grounds Committee.
9. To complete specific tasks for the pastor and church committees as assigned by the pastor
10. To update the church website through contact with webmaster as directed by the pastor and/or appropriate committees.
11. To order supplies as requested and, as necessary, approved by the pastor.

RELATIONSHIPS

The Administrative Assistant is accountable to the pastor, as head of staff, or to other professional staff in the performance of their responsibilities as designated by the pastor.

TERMS OF EMPLOYMENT

1. Time for continuing education and leadership training events may be allowed with the approval of the pastor and the Personnel Committee.
2. Leave for personal matters or illness is typically unpaid. When possible, leave should be scheduled with the pastor.
3. Two weeks notice, by either party, will be necessary to terminate this agreement.