

First Baptist Church of Marietta
Job Description
Administrative Assistant: Senior Pastor, Finance, Congregational Care, & Worship Arts

Principal Function:

This administrative position will provide support to the Finance Office, Senior Pastor, Congregational Care Ministry, and Worship Arts Ministry.

Qualifications:

- Bachelor's degree preferred but not required. Academic coursework or major in bookkeeping or accounting is preferred.
- Previous experience in bookkeeping and/or accounting, including familiarity with standard accounting software (ACS or Realm preferred).
- Moderate experience with Excel (creating spreadsheets and using financial functions) and willingness to learn advanced features as needed.
- Familiarity with MS Word and PowerPoint. Ability to learn other computer software and programs.

Essential Competencies and Skills:

- Communication Skills. Strong oral and written communication skills.
- Detail Oriented. Strong administrative, organizational, time management, and interpersonal skills. Ensures that all tasks are done correctly, thoroughly, and with precision.
- Technological Skills. Possesses strong technology skills and the ability to learn and work with multiple software programs.
- Customer-Focused. Must be able to relate well to church members and guests and possess a service-oriented mindset.
- Self-Starter and anticipate needs. Must be able to understand the flow of the church and take initiative to support the ministerial staff.
- A Team Player. Maintain a humble spirit and commitment to teamwork with other pastors, staff, and church members.
- Trust & Confidentiality. Maintains appropriate discretion and confidentiality regarding personal information of the people.

Duties and Responsibilities:

- Assist the Worship Arts Ministry in preparation for weekly worship services. These tasks include but are not limited to:
 - Print & Cut bulletins
 - Create & Print Children's Bulletins
 - Prepare slides for the worship services
 - Record streaming attendance in spreadsheet
 - Assist in prepping for Funerals, creating and printing bulletins as needed.

- Assist in needs associated with the launch of a new contemporary worship service.
- Assist the Senior Pastor with tasks including but not limited to:
 - Manage the Senior Pastor's calendar as needed.
 - Preparing for Church in Conference, quarterly business meeting, by preparing agenda, and printing materials for the meeting. Become familiar with church procedures as outlined in the church's Bylaws.
 - Work with the Deacon chair, preparing materials for the monthly Deacons meeting.
 - Assist the Personnel & Nominating Committees to print any materials they need, send out communications on their behalf, and maintain relevant Committee minutes and records in digital and/or hard copy form.
- Assist with our Congregational Care Ministry
 - Help maintain and update the Congregational Care Prayer List, send out prayer list 3x a week.
 - Track deceased church members, update in Realm, and prep for the All Saints service each year.
 - Work with the Cup of Kindness ministry that visits homebound members, providing list of member addresses as requested.
- Assist the Finance Office in three main areas: contributions, Accounts Payable, and cash management.
 - Contributions:
 - Meet with the counting team and count Sunday offering every Monday morning.
 - Process contributions in ACS. Prepare contribution summaries for Financial Administrator (FA) review and checks for scanning. Once FA scans the deposits, then match the bank scan summary to ACS summary and file.
 - Review contributor's check information against ACS member information and suggest corrections to the membership information as merited.
 - Prepare letters for memorials and gifts given in honor of someone – one to contributor and one to honoree (or family member).
 - Process online contributions made through Vanco.
 - E-mail all contributors statements every four months, and mail hard copies after year-end. At year-end, prepare letters for contributions made from retirement plans.
 - Answer contribution-related questions from church members.
 - Manage contribution envelope fulfillment; manage list of envelopes needed and send quarterly update to supplier (American Church).
 - Accounts Payable
 - Receive all invoices for FBCM and the affiliated Childhood Early Education center (CEE) and enter into ACS for review.

- Credit Card purchases – pull credit card purchase activity monthly from AP Solutions app and enter any purchases not already recognized in the step above.
- Check requests – enter all check requests not generated from invoices. Prepare accounts payable summary for the weekly check run for review.
- Cash Management
 - Receive and document any cash delivered to FA office, prepare cash count sheet, and obtain signature from the person delivering the cash at the time cash is presented.
 - Make cash deposit entry into ACS for FA review.
 - Compile all other miscellaneous deposits (cash and check) weekly or as needed. Prepare deposit in ACS for FA review.
- Other duties as assigned.

Hours & Supervision:

- This position is full-time, 40 hours a week.
- This position reports to the Minister to Children, with regular interaction and input from the Senior Pastor, Worship Arts Minister, and Financial Administrator.

Candidates interested in applying can submit their resume and cover letter to Lauren Dyer, Administrative Assistant, at ldyer@mariettafbc.org.