

PLEASANT HILL BAPTIST CHURCH



JOB POSTING

ADMINISTRATIVE SECRETARY

The position of Administrative Secretary will become vacant on February 1, 2021. Internal applicants are encouraged to apply. If you are interested, please email your resume and cover letter to deebrick@att.net by March 1, 2021.

Essential Duties and Responsibilities:

Will be responsible for scheduling meetings/appointments, the creation of weekly bulletins and programs, general office work, maintaining the membership database, bookkeeping, and financial reporting. Perform other duties as assigned.

Required Qualifications:

Previous clerical experience. Proficiency with MS Word, Excel, and PowerPoint (testing will be administered). Applicants must possess excellent communication skills.

Preferred Qualifications:

Associate Degree in Business recommended. Five years of experience in an office setting.

Pleasant Hill Baptist Church
Shreveport, Louisiana
JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

PRINCIPAL FUNCTION: Perform general office work, routine typing, and minor executive and clerical duties under the supervision of the Divisional Trustee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. However, other duties may be assigned:

- Maintain a high level of confidentiality.
- Remain calm under trying circumstances and work with frequent interruptions.
- Meet strict timeline and perform multiple tasks.
- Perform general office work; maintain supplies and various files; keep records and compile these into period or occasional reports.
- Distribute incoming mail.
- Transcribe dictation; use word processing equipment as required.
- Type routine correspondence and letters.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Keep calendar of activities.
- Schedule meetings and arrange appointments as needed for Pastor and other officials.
- Notify specific members of meeting dates when required.
- Greet those who come into office, answer their questions, give needed assistance, or refer them to the proper staff person.
- Type and prepare programs for all services, annual days, and other church events.
- Edit and prepare bulletins and church announcements.
- Make copies of correspondence or other printed matter.
- Maintain church financial records and prepare financial reports.
- Check and total all invoices when approved.
- Post receipts and disbursements of all accounts according to financial system.
- Post offering weekly to individual accounts; file envelopes.
- Receive and answer queries concerning financial matters; maintain files of invoices, correspondences, and reports.
- Prepare and issue checks to staff members, designations, and organization in accordance with church policy.
- Mail out pledge cards, stewardship letters, visitor's cards, envelopes, and other communications.
- Maintain updated membership base.
- Order literature and office supplies.
- Prepare outgoing mail.
- Neat, well-groomed, appropriately dressed appearance.
- Perform other duties and responsibilities as assigned by the Pastor and Trustee Chairman.

If you are interested in being considered, please submit your cover letter and resume to deebriick@att.net.