

TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Administrative & Financial Assistant	Administration

Ministry Position Description

To provide accurate accounting of contributions and accounts payable. Maintain financial records and provide timely reports of the Church's financial condition to the Business Administrator.

Reports to: Business Administrator

Responsibilities:

The responsibilities may include, but are not limited to, the following:

A. Administrative

1. Be the public face and voice for those who visit or call Asbury, greeting them in a professional, friendly, and enthusiastic manner to uphold our ethic of welcoming unconditionally. Distinguish inquiries to handle completely and those to refer to the appropriate other staff members.
2. Provide accurate information about church services and programs as needed to current and prospective members.
3. Maintain our member database (Realm) and perform queries and reports as needed.
4. Handle room reservations and facility usage requests and ensure that they are added to our church calendar.
5. Provide administrative support to the Lead Pastor for the annual Church Conference, year-end reporting to the Conference, and special programs (i.e. baptisms, dedications, funeral services, weddings, and other events).
6. Open all incoming mail and handle or distribute to the appropriate staff person.
7. Keep an inventory of all supplies and place orders as needed.
8. Verify member CARE team needs and notify the team members and Lead Pastor.
9. Create the weekly bulletin and work with volunteers to prepare and distribute.
10. Assist the Lead Pastor with any duties as assigned.

B. Financial

1. Count and record all contributions received via the offering plate, mail, or electronic giving sources and prepare for bank deposit.
2. Prepare weekly deposit report summarizing all funds received and deposited each week and distribute to Lead Staff, Treasurer, and Finance Chair.
3. Provide financial reports to staff and committees monthly.
4. Reconcile bank statements and prepare monthly financial statements and analysis to Business Administrator to be ready for presentation to Leadership Board.
5. Produce and mail or e-mail quarterly giving statements to donors.
6. Prepare and send thank you notes for large donations, memorial gifts, and stock donations.
7. Respond to donor questions regarding giving statements and related issues and make any necessary corrections on a timely basis.
8. Make arrangements for distribution of offering envelopes.
9. Maintain confidentiality of all individual giving records.

10. At calendar year-end, monitor check dates, postmark dates, and other evidence to ensure giving is recorded in the correct calendar year.
11. Process invoices weekly and write checks for the Treasurer to review and sign.
12. Record all purchases subject to NC sales tax refund and file for refunds semi-annually.
13. Keep up on changes in account numbers, tax regulations, and Administrative Council amendments.
14. In cooperation with the Business Administrator, provide financial data for NC Annual conference year-end reports.
15. Assist in the annual Worker Compensation Audit.
16. Perform any additional duties as assigned or required by the Business Administrator.

Qualifications:

- At least 2 years accounting or similar bookkeeping experience preferred.
- Superior verbal, written, and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in Microsoft Office applications.
- Must be highly detailed and organized.
- A motivated self-starter with strong time-management abilities. Able to work quickly and independently, handling multiple projects at one time and meeting deadlines.
- Pride in being punctual, dependable, and trustworthy.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.
- Resourceful, cost conscious, and must exude strong ethical judgements.
- Good sense of humor a plus.
- Know, follow, and exude the mission and strategy of Asbury Church.
- Know and adhere to Asbury's Safe Sanctuaries policy and confidentiality policy.

Hours: This is a full-time, non-exempt position of 40 hours per week. Position requires you to be in the office when the Church is open: 8:30am-4:00pm, Monday-Thursday; 8:30am-12:00pm, Friday.

Compensation: Salary commensurate with experience, education, and other qualifying credentials.

To apply: Please complete the [employee application](#) and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to paula@asburyleigh.org.