

ADMINISTRATIVE ASSISTANT FIRST PRESBYTERIAN CHURCH

Purpose of Description

The purpose of the position in this classification is to perform a wide variety of clerical, reception, financial administration and administrative assistance tasks, some of which may be confidential.

Distinguishing Characteristics

Incumbents in this position require a general understanding of the overall church functions. The work is usually performed under general direction of the Head of Staff. Additionally the incumbent will provide support to other staff members, session, committees and boards.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General work hours are during church business hours 8:00 a.m. to 4:00 p.m., Monday through Friday.

Generally lunch should be taken between the hours of 12:00 and 12:30 p.m.

Performs computer applications using a variety of software packages.

General proficiency in Microsoft Office Suite.

Types correspondence, reports, forms, schedules and other materials from written and oral instructions. May compose routine correspondence, notices, schedules and other materials for general distribution and/or approval of superior personnel

Prepares checks for signature and updates current budget information. Distributes worksheets, general ledger account information and related materials to various church committees and boards. Attends committee meetings as requested.

Assists with meeting preparations including compiling meeting informational materials, exhibits and agendas. May attend meetings and record, transcribe and distribute meeting minutes.

Performs financial bookkeeping/accounting functions. Processes items such as expense reports, invoices, billing statements, purchase orders, requisitions and other financial transactions, as well as maintaining petty cash.

Performs public reception tasks. Greets and directs visitors. Provides routine information or refers to appropriate person or agency. Takes and relays messages. Receives, screens and directs telephone calls. Schedules appointments and/or meetings.

Performs customer service tasks such as collecting fee payments, issuing receipts, reserving facilities and assisting customers, filing and completing forms.

Maintains and updates paper and computer records. May initiate and maintain files. May handle confidential information and correspondence.

Monitors and purchases office supplies.

Photocopies and distributes printed materials. Sorts and files documents, correspondence, forms, reports and other materials. Faxes messages.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of a two-year Associate degree with three to five years of related work experience which includes a progression in responsibilities and duties, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information such as invoices, requisitions, purchase orders, budget reports, committee statistical reports, forms, meeting agenda, meeting minutes, regulations, correspondence and general operating manuals.

Ability to communicate orally and in writing with other personnel, session and committee members, the general membership and the general public.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use and irate individuals poses a very limited risk of injury.

First Presbyterian Church of La Crosse, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, First Presbyterian Church will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Approved by Personnel Committee: 3/20/03

Approved by Session: 3-26-03

Approved by Session 5-19-2021