

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

JOB DESCRIPTION

Revised January 2022

PURPOSE AND MISSION: The Administrative Assistant/Receptionist is an employee of the South Georgia Annual Conference of the United Methodist Church (from now on referred to as Annual Conference) and serves as a member of the team in the Administrative Services Office in performing a ministry of service to and communication with the ministers and lay persons of the Annual Conference. The Administrative Services Office (also known as the Treasurer / Administrator's Office) serves the Annual Conference by administering a comprehensive plan of fiscal services including preparing financial statements, processing the receipts for payments on the budget and designated donations and disbursing budgeted expenditures approved by the annual conference and disbursing designated funds to the appropriate agencies, by administering the pension and benefit programs of the annual conference, managing the database of the annual conference, and providing services to other groups or agencies related to the annual conference. This position assists the Director of Administrative Services in carrying out the duties that have been assigned to the Administrative Services Office by the South Georgia Annual Conference and its committees in accordance with paragraphs 611 – 619, 625, and 639 – 640 of the 2016 Book of Discipline of the United Methodist Church, and successor paragraphs in succeeding issues of the Book of Discipline of The United Methodist Church.

The Administrative Services Offices is part of a Christian denomination, and work within this office is done in a faith-based environment. Employees must be able to work in such an environment, and uphold the values and standards of the South Georgia Annual Conference.

ACCOUNTABILITY: The Administrative Assistant/Receptionist shall work under the supervision and direction of the Dir. of Administrative Services who shall periodically evaluate each employee. All employees of the Administrative Services Office are accountable to the Annual Conference through the Conference Personnel Committee. Employees shall follow the policies of the Conference Personnel Committee as found in the Personnel Policy Manual. The Dir. of Administrative Services recommends the compensation for this position to the Conference Personnel Committee.

All work tasks are assigned by the Dir. of Administrative Services or the Assistant Directors. While many specific duties are outlined in this job description, the responsibilities of the occupant of this position are to perform all work assigned by the Director and to perform these duties in a cooperative manner and Christian spirit which contributes to a pleasant work environment for all employees and efficient, effective service to all members of the South Georgia Annual Conference of the United Methodist Church.

FUNCTION AND RESPONSIBILITIES: The Administrative Assistant/Receptionist serves as key support person in the Administrative Services office. The responsibilities of this office include:

- 1) Monitoring and maintaining office equipment. Placing orders and service calls as needed.
- 2) Answering phone and door. Greeting and assisting callers and visitors or referring to the appropriate staff member.
- 3) Picking up mail from Post Office. Sorting and distributing mail to appropriate persons. Delivering outgoing mail to Post Office. May assist Local Church Receipts clerk by delivering mass mailings to mail vendor.
- 4) Filing for office, as instructed.
- 5) Typing correspondence for Director. (Ex. – contribution acknowledgement letters, death benefit letters, audit letters).
- 6) Inventorying and ordering office supplies.
- 7) Supporting Assistant Director for Pensions & Benefits/Human Resources Officer with tasks including, but not limited to –
 - a. Verifying and balancing retirees’ benefits statements on a monthly basis.
 - b. Checking insurance billing for accuracy.
 - c. Verifying insurance elections. Preparing monthly benefits bills for churches, including quarterly copies for pastors’ and church leadership.
 - d. Assisting with updating information related to pastors’ new appointments.
- 8) Supporting Annual Conference Secretary with tasks including, but not limited to –
 - a. Configuring statistical reports for the Conference Journal.
 - b. Printing and separating Annual Conference name badges. Inserting badges in holders. Organizing according to instructions.
- 9) Supporting Assistant Director for Accounting and Financial Reporting with tasks including, but not limited to –
 - a. Entering/updating vendor information and entering information from approved payment vouchers into accounting software (including updating pastors’ mailing addresses, as needed, after annual move date).
 - b. Printing checks and compiling documentation for review by Director.
 - c. After signed by Director, preparing checks for mailing.
 - d. Preparing deposits. Posting deposits using remote deposit scanner or taking deposits to bank.
 - e. Gathering and sending budget preparation forms and quarterly operating reports to appropriate persons (including updating contact information as needed).
 - f. Assisting in preparation for annual audit by locating records, printing/ mailing letters to churches, and other tasks as needed.
- 10) Updating procedures manual for position.
- 11) Supporting other positions when staff members are absent.
- 12) Assisting with other duties as assigned by the Director.

Each member of the staff is expected to respond with a friendly, timely and helpful manner to requests for information, reports on funds, advice on fiscal or financial matters, database inquiries, and interpretation of funds, ministries and services to the end that all will feel the conference office has a sincere desire to serve. In the case where programs or ministries can be better interpreted by the Conference Connectional Ministries staff, the Director of Congregational Development, Episcopal Office staff, District office, or the Arthur J. Moore

Museum staff, the Administrative Services Office staff should direct the question to that office by offering a name of a person who might have a better answer and offering the phone number.

GENERAL QUALIFICATIONS

1. Excellent people skills required.
2. Ability to juggle multiple tasks at the same time, and move from task to task easily. Ability to learn new tasks and skills.
3. Computer knowledge and skills must include the ability to understand and use various computer software applications including but not limited to:
 - a. Spread sheet applications;
 - b. Word processing software; and
 - c. Data base software;
4. Previous experience working in an office setting.
5. Knowledge of the United Methodist Church and its connectional structure is extremely beneficial.
6. High school diploma required.

I have read the responsibilities of this position and understand and accept the outlined responsibilities.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____
Director of Human Resources