



JOB DESCRIPTION: Administrative Assistant to the Office Manager

SUMMARY: The Administrative Assistant to the Office Manager will provide administrative support for the Office Manager.

REPORTS TO: Office Manager

STATUS: Non-Exempt/PT

SUPERVISORY ROLE: No

QUALIFICATIONS: This person must be spiritually mature, humble, trustworthy, flexible, and meticulous. In addition to that, they must possess excellent clerical, organizational skills. Maintain a high degree of judgement, discretion and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Office Manager Administrative Support

- Manage the Office Manager's schedule and calendar
- Compose and produce routine and requested mail/email correspondence
- Prepare expense reports, printed materials, and copies as needed
- Assist with and manage the Administrative budgets
- Plan and manage events and conferences as directed
- Special projects as needed

Human Resources Assistance

- Record approved leave in the HR Database
- Run background checks for all ministries
- Prepare and update new hire packets

Accounting/Bookkeeping Assistance

- Cross train on deposit reporting and check writing
- Prepare financial statements as needed

Support

- Primary backup for Human Resources Specialist and Financial Specialist
- Answer, screen, and direct incoming office calls, as needed
- Serve others, as needed

IN GENERAL: This person will do what is necessary to assist the Senior Pastor and Office Manager in fulfilling the mission and initiatives of Harvest Bible Chapel – Davenport.

This job description was updated in September 2018 and is subject to review and revision, as needed. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee signature

Date

Supervisor signature

Date