

# **ADMINISTRATION MINISTRY ASSISTANT**

## **JOB DESCRIPTION**

### **OBJECTIVE:**

The Administration Ministry Assistant is a part-time, non-exempt position that is responsible for accounting and reporting church receipts. This position reports to the Business Administrator and Human Resources Associate for daily work assignments and other duties as directed.

### **RESPONSIBILITIES:**

1. Account for Sunday morning receipts with the help of one or more volunteers:
  - a. Scan checks to donor accounts and process online donations
  - b. Prepare a weekly summary of receipts
  - c. Export deposits to Accountant
  - d. Update Sunday numbers to pastoral spreadsheets
2. Scan supporting documentation into donation records.
3. Prepare donation and acknowledgement letters to donors.
4. Assist in sending annual contribution statements to donors, as well as periodic statements as directed by Business Administrator.
5. Assist the Human Resources Associate and Accountant with office duties, such as filing, organizing, shredding, etc.
6. Other duties as assigned by the Business Administrator or Human Resources Associate.