



Providence Presbyterian Church U.S.A.

1112 Hummingbird Drive | West Columbia | South Carolina 29169 | 803.794.6766

<b>Position: Administrative Assistant</b>		<b>Session Ministry of Accountability: Business and Facilities Maintenance</b>	
<b>30 HRS/WEEK – HOURLY RATE – PAID BI-MONTHLY</b>		<b>SUPERVISOR – PASTOR/HEAD OF STAFF</b>	
<b>Job Description</b>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintain the daily flow of office business including visitors, phone calls, mail, filing, and word processing, making sure that all information coming into the office goes to the appropriate place.</li> <li>• Create and produce all worship orders as directed by the Pastor.</li> <li>• Assist the Church Treasurer in the weekly counting of the offerings.</li> <li>• Post payables to the appropriate accounts.</li> <li>• Create checks for accounts payable at the direction of Church Treasurer and with authorization of the appropriate Ministry.</li> <li>• Generate all payroll checks.</li> <li>• Keep church office as orderly as possible.</li> <li>• Maintain an appropriate level of discretion for communications and visitors.</li> <li>• Occasionally assist the Child Development Center staff in their administrative work.</li> <li>• Make bank deposits every week or as needed.</li> <li>• Other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Associates degree</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good computer skills to include Microsoft Office Suite and Quick Books</li> <li>• Familiarity with periodic business tax reportings</li> <li>• Able to use multi-function copiers, fax machines, and various other office machinery</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work with multiple people</li> <li>• Good discretion</li> <li>• Able to handle several ongoing tasks</li> </ul>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	