

Position Description
Administrative Assistant for Operation & Finance (AAOF)
Frederick Church of the Brethren (FCOB)
(28-30 hours per week)

Function

The Administrative Assistant for Operations & Finance (AAOF) will provide support for the Manager of Church Operations (MCO) and Accountant and manage processes and databases including facility access. He/she will also work in conjunction with the other Administrative Assistants (AAs) to provide effective, efficient, and helpful support to staff, as well as to commissions, teams, and individuals, who are volunteering their efforts in service to FCOB.

Qualifications

- Demonstrate a clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Commit to the Mission, Vision, and Worship philosophy of FCOB.
- Have strong administrative, communication, and people skills.

Abilities

- Skilled in organization, administration, and interpersonal relationships.
- Competent in the use of word processing, spreadsheet, and similar software products such as membership database management. Proficiency in Canva, Publisher, Pro-Presenter, Planning Center Online (PCO), WordPress, social media and App platforms, and CCB (Community Church Builder) a plus. Willing to learn additional software to complete required tasks.
- Able to assist anyone making telephone, email, or in-person contact with FCOB.
- A self-starter, someone who needs little supervision.
- A team player with a positive attitude.

Reportability

The AAOF is reportable to the MCO or the Lead Pastor (LP) if the position of MCO is vacant.

It is understood that the AAOF conforms to all policies and procedures in the FCOB Personnel Manual and FCOB Salary & Benefits Handbook for Church Staff.

Responsibilities

Lead Support Staff for MCO

1. Assists MCO with daily operations including but not limited to supplies, equipment, facilities, maintenance, service, trainings, accounts payable/receivable, and communication.
2. Tracks contracts, inventory, vendor, and login information.
3. Provides information and support for MCO meetings including Financial Management Team, Operations Commission, Leadership Team, Personnel Relations Team, IT, Safety/Security, etc.
4. Serves as liaison to church ministry groups and vendors, IT service provider, etc., regarding contract and equipment/software quotes.

Lead Support Staff for Financial Operations/Accountant

1. Facilitates check/payment requests, credit card processes, and standing orders for operational and other expenses in accordance with FCOB Financial Policies.

Position Description
Administrative Assistant for Operation & Finance (AAOF)
Frederick Church of the Brethren (FCOB)
(28-30 hours per week)

2. Leads deposit processing of Sunday offerings, weekly mail-in offerings, and fundraising events including counting, reconciliation, and ensuring correct posting date for accountant.
3. Sends notifications to those making special donations, as well as assists with end-of-year donation notification for tax purposes.
4. Creates and updates attendance data and graphs for the monthly financial exhibits.
5. Serves as liaison to church treasurer and financial secretary.

Security – Facility access

1. Coordinates key fob access to the facility by serving as liaison between congregation and MCO.
 - a. Receives and verifies fob request forms, secures approval, programs data into the ProdataKey (PDK) database, tests the equipment, and maintains the database and files.
2. Manages Auto-Open Schedules for facility entrances and events.
 - a. Utilizes CCB to program auto-open/close times in the PDK database, in coordination with various groups.
 - b. Schedules auto-open/close in accordance with Safety & Security policies and looks ahead to ensure appropriate and safe processes.
3. Monitors Entrance A on a daily basis and other doors during special events. Investigates prop alarms.

Coordinator for Human Resources and Volunteer Credentialing

1. Assists MCO with human resource tasks (recruiting, orientation/training, record-keeping) and policy/procedure organization.
2. Coordinates the background check and application processes for volunteers, in collaboration with staff/ministry leaders.
3. Maintains records to ensure policy adherence and reports issues to leaders, and if not resolved to MCO and/or LP.

Coordinator for Policy and Procedures

1. Works with MCO and commissions/committees/teams to develop, implement, and ensure compliance with organizational policies.
2. Ensures consistency in formatting and accuracy in content.
3. Tracks edits and approvals and share updates, making sure policies are being followed across the board.

General Administrative Support

Assists with miscellaneous office tasks including greeting guests, answering phones, and providing assistance with typing, filing, copying, database entry, check requests, mail sorting & package delivery, proof-reading, etc.

Other Tasks/Duties

Performs all other tasks and duties as assigned, as stipulated by MCO and/or LP.

Supervision of Employed Staff

None

Position Classification

Position Description
Administrative Assistant for Operation & Finance (AAOF)
Frederick Church of the Brethren (FCOB)
(28-30 hours per week)

This is a part-time, non-exempt position with a projected work schedule of 28-30 hours/week.

Compensation

Salary commensurate with experience and ability.

Other benefits are negotiable, as provided for in the FCOB Salary & Benefits Handbook.

Meetings/Retreat Attendance

Attend staff meetings.

Attend other meetings as stipulated by MCO and/or the LP.

Professional Growth

Utilizes holidays and leave as delineated in the FCOB Personnel Manual and FCOB Salary & Benefits Handbook.

Participates in professional growth experiences, in tandem with understandings in the FCOB Personnel Manual and the Salary & Benefits Handbook.

Approved by Leadership Team February 22, 2025

Approved by PRT February 11, 2025

Approved by Leadership Team December 2, 2023