



THE FIRST CHURCH IN BOSTON

JOB DESCRIPTION

ADMINISTRATIVE AND ACCOUNTING ASSISTANT

PURPOSES: This position carries assistance responsibilities in two key areas: administration and accounting.

Administrative Office Assistance: To provide a broad range of administrative support to the Church Administrator (CA), and the Senior Minister as needed. Assists the CA on the efficient, cost effective delivery and oversight of administrative services related to office operations, along with programs and services provided by The First Church in Boston including publications, communications, building use, calendars, interactions and support for committees, and maintenance of confidentiality.

Accounting Office Assistance: To provide accounting and clerical support to the church, and especially to the Controller (CN). This support relates to maintaining the system of internal controls to ensure that church funds are appropriately managed. S/he works with the Controller to ensure internal accountability through accurate accounting and reporting of financial transactions of/for church funds. The work includes standard office functions (e.g., filing and responsibilities similar to that of Administrative Assistance) that support the work of the Controller.

REPORTS TO AND SUPERVISED BY: The Standing Committee Chair or his/her designee (e.g., Chair of the Personnel Committee), the Church Administrator and the Controller.

WORKS WITH (as needed or assigned): Other than the CA and CN, there may be work assigned for the Senior Minister, Other Staff, Committee Chairs, church members, vendors, contractors, and others.

JOB REVIEW: There is an initial review period of ninety days, which may be shortened or lengthened at the discretion of the Standing Committee. Upon completion of this period, and a positive review, the Administrative and Accounting Assistant will be considered a regular employee. There will be a formal annual evaluation in January of each year. The procedure includes review by the CA and CN, with input from the Senior Minister and consultation with the Standing Committee and other employees and Chairs of appropriate church committees in order to evaluate the job performance during the prior calendar year. (see pp 7 & 8 of Personnel Policy Manual, revised 2019).

APPLICANT KNOWLEDGE AND SKILL REQUIREMENTS:

- High School Diploma. Associates Degree or Relevant Certificates a Plus
- Professional appearance and attitude
- An aptitude for numbers
- Values accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Excellent organizational skills
- Capable of multi-tasking and working in a fast-paced environment with many distractions and deadlines
- A solid knowledge of word processing, Microsoft Office Applications, data bases and accounting software
- Must have facility with web-based operations, internet programs and usage, and database management; be able to use these to support administrative and accounting functions.
- Ability to be self-directed while functioning in a team environment
- Hands on experience with spread sheets and financial reports, and data entry
- Must have excellent interpersonal skills to be able to effectively interact with church members, staff, and contractors and vendors – a range and variety of people
- Flexibility – ability to negotiate a variety of situations and issues which may arise with church members
- Ability to move boxes as copy-paper boxes
- Familiarity with and able to use office machines (computers, copy machines, shredders, and other basic office machines)
- Familiarity with Unitarian Universalism is helpful (not required)

- **HOURS:** Given the duality of this position, the hours of work may change. At the moment, the position will be remote because of COVID. This position will be expected to be on site in the future. The total hours per week for this combined position are 20 hours, as follows. However, more hours may be needed at times.
 - ★ Administrative Assistance: Tuesdays, 1 PM to 5 PM; Thursdays, 11 AM to 5 PM = 10 hours
 - ★ Accounting Assistance: Tuesdays, 10 AM to Noon; Fridays, 9 AM to 5 PM = 10 hours
 - ★ Hours are reported using the “Stratus Time” app on a cell phone. The app is a web-based time clock that recognizes the location (the church) of the person (reads it from the phone) and allows the person to sign-in or sign-out from the cell phone or a computer in the Office.

DUTIES AND RESPONSIBILITIES:

Using the required knowledge and skills above, duties and responsibilities are:

- S/he presents and conducts herself/himself in a professional, courteous and considerate manner, sensitive to the feelings of church members, fellow co-workers and others.
- Provide clerical and accounting support for the Church. These include, but are not limited to the following:
 - Cash handling
 - Work with Excel Spreadsheets
 - Weekly accounts payable
 - Record receivables by income type
 - Membership database management
 - Reconcile membership database every quarter
 - Filing
 - Make bank deposits
 - Answer phone calls – on an “as needed” basis, takes messages and forwards messages as needed.
 - Perform office supply inventories
 - Provide assistance and support to church personnel
 - Provides other support services as may be needed under the direction of the CA and CN
 - Prepare and print the Order of Service together with any necessary inserts under direction of CA
 - Compile and send electronic Newsletter (e-News) in consultation and/or as a shared weekly project with the CA, and, if necessary, the Senior Minister, other Ministers, Committee Chairs, church members, representatives of the Standing Committee and others. This includes:
 - Gathering and compiling information (writing, re-writing, editing)
 - Inserting photos, graphics, and creating “fillers”
 - Posting of weather and traffic updates
 - Keeping two calendars current: Church Event Calendar & Usage Calendar for Spaces being used and/or rented. The Usage Calendar, for all Sextons, enables planning and coordination of the set-up times and take-down times as well as the special cleaning times needed for each event due to the Covid19 Virus.
- Updates the Church Calendar in consultation with others, as above
- Assists the CA with Website: especially Calendar updates (NB: the Church Calendar can be accessed globally.)
- Assists the CA in sending out “e-mail blasts” to members
- Trims Sermons as directed by the CA so that these can be posted on the Church website
- Posts the Recordings of the Sermons on the website
- Updates Sermon Titles and Music Listings on “A Frame Board” outside
- Makes special Web Pages as needed, including images and displays on our Website
- Maintains the TV display in the Narthex
- Is the liaison with the Broadcast Committee for the Radio transmission of church services
- Acts as a resource for a wide range of Committees and members, and assists the Committees with tasks like printing, copying, collating, and committee communication tasks. Puts communication information from committees into the e-News

- Assists the CA as requested; anticipates what may be needed; provides data and research as requested, and takes initiatives that support Office Operations.
- **DUTIES AND RESPONSIBILITIES Continued:**
 - Greets Visitors
 - Attends Staff Meetings as requested by the CA and acts on items that come up during these meetings as directed by the CA
 - Completes other tasks and meets other responsibilities as assigned by the CA and CN and does whatever else is assigned and/or necessary for successful support of church operations
 - Be knowledgeable about Church policies

This position is paid hourly with a \$20-\$25 per hour range.

To apply: please send a resume and cover letter to: office@firstchurchboston.org.

Deadline to apply is Friday, September 25, 2020