

Business Administrative Assistant

1/12/22

City Church Ministries has a variety of sub-organizations, including City Church, Campus for Kids Learning Center, Abundant Life Christian School, and 97x FM. The goal of City Church is to serve our staff and families well in the Lord and to perform all of our duties with excellence, joy, and with a spirit of service, to our Lord first and also to those we are supporting.

The City Church Business Office Team oversees and operates the financial, accounting, and human resources areas for City Church Ministries. This is an important, behind the scenes team where we joyfully serve and come alongside each ministry to enable them to function effectively.

Vision:

The vision of the Business Administrative Assistant is to provide executive support, oversight, and management of the business office by being the central administrator, liaison, and point of contact for the Business Administrator. The Business Administrative Assistant contributes to the efficient day-to-day operations and time management of the Business Administrator by anticipating, understanding and responding to needs.

Accountable to: Business Administrator

Duties and Primary Responsibilities:

- Attend and facilitate meetings as needed including, assist with preparation, creating agendas, maintaining schedule, log minutes/notes, send summary emails and follow up on action items
- Assist with all forms of correspondence including voicemail, e-mail, and regular mail as needed to ensure a smooth flow of communication
- Manage calendars as the primary contact person for meetings and other scheduled commitments
- Make travel arrangements and coordinate speaking engagement logistics
- Support Business Administrator with organization, reminders and schedule
- Support and research the business office team in legal, HR and finance
- Setup and maintain electronic filing systems as needed to ensure easy access to important records
- Filter needs and requests and handle them as needed
- Research and investigate various data and legal guidance as needed
- Manage data for church key performance measures (KPMs) and routinely update for review
- Draft financial, statistical and/or other reports as requested
- Establish procedures that implement operational and/or fiscal policies and review and update existing
- Assist with Accounting Dept AP/AR as needed including review and approve payroll
- Assist with guiding and directing other business office staff
- General daily administrative clerical functions and other duties as needed

Education/Experience:

- Degree in Business or related field
- 5+ years of executive administrative experience
- Legal, HR and Accounting experience a plus
- Experience within the ministry or non-profit environment
- Strategic thinker who can build new systems and processes and manage existing ones
- Strong proficiency with Google and Microsoft Office platforms including email, scheduling platforms, creating presentations and able and willing to learn other applications as needed
- Strong attention to detail and has organizational skills to efficiently and effectively plan and implement
- Excellent time management skills with the capacity to prioritize by assessing situations to determine urgency and ability to make clear, timely decisions.
- Able to develop a work schedule, set goals, create / implement actions plan and monitor progress towards goals
- Strong work ethic, self-motivated but able to take directives with commitment to excellence

Interpersonal Skills:

- Possess steady, positive attitude and be people-oriented and customer service minded.
- Cooperatively and effectively work with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness.
- Able to maintain good working relationships and use good judgment in recognizing scope of authority.
- Able to collaborate, lead and direct with various levels of leadership.
- Able to handle difficult conversations and situations.
- Possess high level of written and verbal communication skills.