

# Mission Presbytery Office Administrator

---

**Purpose:** The Office Administrator's primary purpose is to support the Mission Presbytery (MP) office staff, including the General Presbyter, Stated Clerk and Accountant/Bookkeeper. Welcomes all visitors and members of the Presbytery to the MP office in person, by telephone, email or posted mail. Answers questions about the organization and provides caller with requested information. Provides all administrative support functions.

**Status:** This position is a non-exempt, full-time, salaried position assigned to salary grade 2 with an hourly rate range of \$12.53 to \$25.06 per hour and is eligible for all BOP benefits with cost-sharing for certain benefits. This position reports to the General Presbyter.

## **Office Administrator Essential Functions and Responsibilities:**

1. **Operations Management** – Manages the Mission Presbytery office operations and procedures. Researches and develops resources that create timely and efficient workflow, including technical services such as telephone and computer systems and software programs. Reviews all contracts and presents recommendations to the General Presbyter or assigned agent.
2. **Office Administration** – Is the primary responder to incoming office phones and visitors. Graciously greets all visitors to the office and acts as host when necessary.
  - a. Operates the multi-line conferencing telephone system to answer incoming calls, retrieves voicemail and email, respond to queries, provide information and direction as necessary. Forwards calls and emails to the appropriate party when unable to resolve or information is not available.
  - b. Receives all mail (receipt of funds, donations, etc.); logs each item and forwards accordingly.
  - c. Prepares the office meeting room for meetings, ensures beverages are prepared, and orders meals as requested.
  - d. Creates, prints and/or copies, memos, correspondence, reports, and other documents as necessary.
  - e. Coordinates and prepares or assists in preparations of all travel plans for MP staff.
  - f. Maintains and updates the Mission Presbytery calendar in Outlook or Google to provide information as necessary. Posts all committee meetings on the calendar.
  - g. Recruits and supervises reception volunteers as necessary to assist with welcoming guests or other administrative activities.
3. **Accounting Support for MP** – As instructed, assists the Accountant /Bookkeeper in accounts receivable and payable for MP:
  - a. Prepares checks and cash for deposit, creates deposit slips, endorses checks, and makes copies of backup.
  - b. Posts all donation checks to Contributions, and payments to the General Ledger modules of ACS software.
  - c. Receives invoices and assures appropriate approvals prior to payment.
  - d. Prepares invoices for payment in ACS software.
  - e. Serves as back-up for payroll and accounting purposes in the absence of the Accountant/Bookkeeper.
4. **Accounting Support for John Knox Ranch (JKR)**– As instructed, completing data entry for JKR financials by:
  - a. Entering and posting all accounts receivable and payable in ACS software.
  - b. Reconciling bank statements.
  - c. Generates and distributes reporting to JKR Executive Director.
5. **Additional Support** – As required in the Manual of Operations, Human Resource Policies, page 15, Attachment A-1.1, Appendix A-1, receives exempt and non-exempt records of time/days absent for leave benefits of any kind for each pay period, tracks usage and reviews with the General Presbyter.

# Mission Presbytery Office Administrator

---

6. **Broadway Building Maintenance** – Supports the Broadway Building Manager by:
  - a. Receiving rent payments and tracking late payments.
  - b. Maintains the Security Code List for the building, working with vendors to keep it updated.
  - c. Occasionally drafts or proofs memos, lease agreements and addendums to leases for the Broadway building manager.
  - d. Maintains current tenant information in required locations.
  - e. As backup support in the absence of the Broadway building manager, monitors comings and goings of vendors working in the building and may show available suites to potential tenants.
7. **Records and Contract Management** – Maintains MP required records (paper and electronic) and ensures secure disposal when records are no longer relevant. Maintains a current inventory of all Mission Presbytery office equipment and furniture. Maintains current contractual documents, monitors terms of duration, renewal or terminations for Mission Presbytery, providing the GP with relevant information when action must be taken.
8. **Database Management/Administration**– Receives information from the Stated Clerk and enters data in approved databases, such as Mission Presbytery website, Constant Contact software, and ACS in order to maintain accurate and coordinated data.
9. **Budget Management** – Manages operations within the budget and is the purchaser of office supplies. Researches and recommends appropriate purchases when furniture and equipment are needed.
10. **Communications (Social Media) Administration** – Works with the Synod of the Sun Communication Representative to ensure all social media communications are current. Must keep abreast of new technology to work effectively with the Synod of the Sun Communications Representative.
11. **Presbytery Meeting Preparations** – Assembles and tabulates reports and posts to the website for each Presbytery meeting. Participates in and conducts pre-meeting site visits and coordinates volunteer activities supporting each meeting. Oversees meeting registration and name tag creation process, including recruiting and supervising volunteers as necessary. Ensures attendance rolls are accurate.
12. **Presbytery Meeting Administration** – At the meeting, works with host church volunteers to welcome Presbytery meeting attendees. Before the meeting:
  - a. Registers all Presbytery meeting attendees, ensures the reserved number of Ruling Elders and Teaching Elders complies with current voting rules.
  - b. Coordinates vendor registration, creates table tents, identifies number of tables needed and forwards information to General Council for approvals.
  - c. Creates attendee name tags, sign in / attendance logs and other meeting documentation for each Presbytery Meeting.

**Preferred Qualifications and Characteristics:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ. Be an active member in good standing of a Christian Church.
- Associates degree (A.A.) or equivalent from a two-year college or technical school preferred; and two to three years related experience and/or training or an equivalent combination of education and experience.

# Mission Presbytery Office Administrator

---

- Demonstrates strong leadership and organizational skills; ability to solve practical problems in unusual circumstances and in a timely manner.
- Demonstrates ability to communicate in a gracious manner, protecting confidentialities and building relationships using the English language, with a preference for Bilingual Spanish skills, as well.
- Demonstrates ability to read, analyze, and interpret general business documents including newsletters, official correspondence and contracts.
- Demonstrates ability to read, analyze, and interpret accounting and/or bookkeeping documents as administrative support to the MP Accountant/Bookkeeper.
- Demonstrates proficiency in computer skills including database management, web management, and software use such as Microsoft Office and Google products and new products as they become available.
- Demonstrates ability to manage a project, completing on time and within budget.
- Demonstrates ability to travel overnight on an occasional basis.
- Demonstrates ability to pass all Presbyterian background screening requirements; to maintain a Texas Driver's license and required insurance.

## **Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is routine and frequent out of town travel required that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment.