

POSITION DESCRIPTION – Synod of the Sun

Administrative Assistant

PURPOSE:

To serve as a member of Synod staff and assist the Synod Leader/ Stated Clerk, Director of Communications and the Synod Committee Moderators in fulfilling the mission goals of the Synod of the Sun.

REPORTS TO:

The Synod Leader of the Synod of the Sun

GENERAL GOAL OF THE POSITION:

To provide efficient, accurate and effective administrative and financial duties using current and standard software and formats used by the Synod.

FINANCIAL RESPONSIBILITIES

- Create the payables report.
- Weekly check the mail, deposit checks, and scan and send them to the Bookkeeper and, as needed, distribute the mail.
- Produce the Grant/Scholarship financial report prior to each Grants & Scholarships quarterly meeting.
- Record any incoming payments (especially for the Communication Services Plan(CSP) in Aplos.
- Periodically produce a report to the Communication and Administration Coordinator (CAC) of any payments not received from CSP clients. The CAC will handle billing for CSP clients.
- Establish tax exempt status relationships with vendors and keep a running list e.g. Hertz, Hyatt, Office Depot, etc.

ADMINISTRATIVE RESPONSIBILITIES

- Maintain/update our commissioner database, both in Dropbox and on Airtable.
- Maintain the Synod Leader/Stated Clerk (SL/SC) calendar and the Synod calendar.
- Update the Synod calendar with current information of the Presbytery's Stated Meetings dates/times/locations.
- Have contact/relationship with Texas Presbyterian Foundation (TPF) and Presbyterian Foundation (PF).
- Administrate our Google workspace (email addresses for staff), our Microsoft 365 subscriptions and our Zoom phone administration.
- Administrate our UCCIB liability insurance, worker's comp., work with the Board of Pensions for staff.

SKILLS, EXPERIENCE, AND ABILITIES

- Maintain strict confidentiality.
- Complete correspondence, reports according to established timelines.
- Respond to messages in a timely, accurate and courteous manner.
- Must possess demonstrated skill in the following areas:
 - Communication (oral and written)
 - Strength at organizing and attention to details
 - Proficiency and/or willingness to learn the following applications:
 - Microsoft 365 – subscription management
 - Google Workspace

- Zoom Office – including our phone system
- Google calendar
- Airtable.com – database management
- Aplos.com – financial management
- Cognitofrms.com – registration forms
- Dropbox
- Smart Receipts Plus – phone application
- Basic knowledge and/or experience with church organizations
- A working understanding of Presbyterian polity and programs is helpful
- Maintains a professional appearance, ethical conduct, and confidentiality.
- Can learn new job responsibilities quickly and effectively.
- Effective at relating to people with a variety of interests and opinions.
- Communicates cordially with the public in person, on the telephone and electronically.
- Handles or executes, with accuracy, multiple concerns and tasks at the same time. .
- Desire to function as a responsible member of a staff team.
- Self-motivated, able to prioritize and organize time and tasks effectively

CONTINUING EDUCATION

Willingness to learn new skills as the changing position parameters and effective office management may require.

This is a virtual position and the Synod of the Sun will provide the home equipment for the fulfillment of the responsibilities of this position.

APPLICATION

Interested parties should e-mail their cover letter and resume to Rev. Jeff Cranton, Personnel Committee Chairman, at jeffbcranton@gmail.com. Documentation needs to be submitted by December 1, 2023.