

POSITION DESCRIPTION – Synod of the Sun

Administrative Assistant

PURPOSE:

To serve as a member of the 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
The Personnel Committee

GENERAL GOAL OF THE POSITION:

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

TASKS AND PERFORMANCE RESULTS

I. Tasks:

Financial Responsibilities:

1. Create the payables report.
2. Weekly check the mail, deposit checks and scan and send them to the Bookkeeper and as needed distribute the mail.
3. Record any incoming payments (especially Communication Services Plan (CSP)) in Aplos.
4. Maintain a current report for use by Communication and Administration Coordinator (CAC) of any payments received from CSP clients. The CAC will continue to handle billing for CSP clients.
5. Provide a tax-exempt status to our vendors and keep a running list, for example with Hertz, Hyatt, Office Depot, etc.
6. Receive and track payments from attendees of Synod events.

Administrative Responsibilities

1. Maintain/update our commissioner database, both in Dropbox and on Airtable.
2. Maintain the Synod Leader/Stated Clerk (SL/SC) calendar and the Synod calendar.
3. Update the Synod calendar with current information of the Presbytery's Stated Meetings dates/times/locations.
4. Administrate our Google workspace (email addresses for staff), our Microsoft 365 subscriptions and our Zoom phone administration.
5. Generate registration forms and track registration for Synod events.
6. Attend staff meetings and Synod meetings, assisting where necessary.

7. Other duties as assigned by the Synod Leader.

SKILLS, EXPERIENCE AND ABILITIES

I. Skills

Performance meets minimum expectations when:

- 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.

- Flexibility and sense of humor!

III. Abilities

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

- Cognitoforms.com – registration forms

- Dropbox

- Smart Receipts Plus – phone application

Experience

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 hybrid position. The Synod of the Sun will provide equipment for the fulfillment of the responsibilities of this position.