



## JOB DESCRIPTION

<b>Position Title</b>	<b>Receptionist / Accounts Payable Back-up</b>
<b>Position Reports to:</b>	<b>Controller</b>
<b>Department:</b>	<b>Administrative</b>
<b>Schedule (may vary)</b>	<b>Non-exempt, Part Time (M-W, 9am-5pm)</b>

### General Description

- Provide assistance to visitors, guests, incoming callers and NCCC Church personnel. Also to assist in administrative duties as well as AP/AR backup for the accounting department.

### Specific Duties and Responsibilities

- Communication:
  - Meet and greet incoming guests and visitors
  - E-mail, Fax, Print, Scan, Photocopy, File
  - Be familiar with all aspects of Church Ministries, bulletin announcements and NCCC Webpage
  - Be familiar with the upcoming events and prepared to answer questions promptly and accurately and able to direct people to the correct staff member
- Assisting/Recordkeeping:
  - Mail – receive deliveries, sign off, sort, distribute and deliver
  - Sort bulletins and distribute inserts to appropriate ministry
  - Mail Room – Keep all forms in stock, keep mailbox names current, keep the office space neat and organized
  - Work Room – Keep space and supplies neat and organized
  - Copy Machines – maintain toner stock and place service calls, assist NCCC Personnel with machine use
  - Postage Machine – supplies, service calls, replenish postage
  - Maintain all signs, letters, and memos
  - Update office lists, forms, telephone directories
  - Properly handle donations/payments for special events
  - Enter various accounts payable requests for processing as directed
  - Assist HR and Controller with Special Projects as needed
  - Unlock Front doors in AM and lock front doors in PM
  - Clean up and monitor old postings on Bulletin Board
  - Assist other ministries with special projects, i.e. stuffing and addressing envelopes, filing, making up packages, etc.
- Attend NCCC staff meetings and activities when possible

### Knowledge/Skills Required for the Job

- Knowledge of Macintosh computers and software:
  - Microsoft: Excel, Word
  - Mac software: Mail, AddressBook, iCal, etc
  - Database – Filemaker Pro or similar (experience preferred)

- Ability to deal with visitors effectively and with compassion
- Proficient with office machines: copier/printer, fax, phone, etc.
- Familiar with standard office procedures
- Ability to plan and accomplish goals and objectives in a timely manner
- Self-motivated, good planning ability and able to track multiple events and deadlines
- Highly organized, detail oriented
- Proficient in verbal and written communication skills (spelling, grammar)

### **Desirable Qualifications**

- Previous ministry experience a plus
- Previous reception experience
- ServiceU – for room reservations & event registrations (experience preferred)
- Constant Contact for e-newsletters (experience preferred)
- Ability to be proactive

### **Personal Relations**

- Team player, ability to interact with staff, ministry members, and volunteers
- Ability to keep church and personal information confidential

### **Work Environment**

- Work is in an office setting (cubicles and meeting rooms)
- Must be able to multi-task
- Ability to remain calm and reassuring with challenging guests

### **Physical Requirements**

- Sitting – at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing – computer keyboard (regularly)
- Telephone – receive and dial calls (regularly)
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)