



JOB DESCRIPTION

Position Title	Receptionist / Accounting
Position Reports to:	Controller
Department:	Administrative
Schedule (may vary)	Non-exempt, Part Time – 18 hours (Monday 12-5, Thursday 9-5, Friday 8:30-2) \$15.00 an hour

General Description

- Provide assistance to visitors, guests, incoming callers and NCCC Church personnel. Also to assist in administrative duties as well as contribution and event processing 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
 - Properly handle donations/payments for special events
 - 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.
- Contribution Processing
 - Record online payments received into the accounting system
 - Enter weekly check contributions, report based on designated and undesignated funds
 - Process event contributions
 - Assist in maintaining the accounting membership database of active contributors
 - Process yearly contribution statements
 - Assist with taking deposits to the bank
- 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)