

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

The overall work will be directed by the Director.

The maximum hours and wages shall be approved by the Administrative Council upon the recommendation of the Director.

All necessary equipment and supplies will be provided by the Conference.

Basic responsibilities are, but not limited to:

Record minutes at the Annual Conference Sessions and Administrative Council meetings.

Typing of all information for the Operations Manual and see to the distribution of the Manual.

Typing and preparing all materials for the Annual Conference Sessions and provide a copy of the materials to delegates.

Make sure there are two (2) updated copies of the conference materials kept in the Conference Office for historical value.
(This constitutes the official Journal for each year)

Prepare and distribute the monthly Conference newsletter to all subscribers.

Handle all banking and paying of bills for the Conference Office.

Handle receipts and billing for Vision and Dental Insurance Programs.

Record all benevolent monies received from each church and maintain a record of all financial giving and submit a monthly report of giving to each church.

Serve as Camp Agent for Camp Sunrise Mountain which includes handling all rentals and billing for each renter.

Handle all payroll for Office employees and Camp employees and file all appropriate taxes required for each.

Maintain all records relating to commissions, committees, and agencies of the Conference.

Typing, filing and general secretarial responsibilities.

Receptionist.

General cleaning of the office facilities.

The designated title "Administrative Assistant" may be altered or redefined by mutual agreement of Ad. Council and Director. Any new designation of position title does not preclude basic responsibilities described above.