



Texas District Church Extension Fund Job Description/Ministry Role

Position Title:	Administrative Clerk
Hours:	40 Hours Weekly
Salary:	
Review Process:	Role and Performance Review Conducted Annually

A. ROLE DESCRIPTION/SUMMARY

- 1. Summary of the broad purpose of the position and its responsibilities/duties**
The position's key role and purpose is to manage the day to day administrative functions for the department.
- 2. Reporting / Working Relationships**
Reports to Texas District Church Extension Fund Director of Operations.
- 3. Statement of Key Outcomes/Activities**
 - All administrative duties as required, including responding to inquiries (phone, face to face and email), preparation of correspondence and managing calendar
 - Processes and scans daily mail
 - Reviews, prints and mails daily investment receipts
 - Reviews daily investor disbursement check register
 - Reviews other transactions
 - Prepares team meeting agendas
 - Assists with annual conference tasks
 - Schedules and sets up all Texas CEF meetings
 - Provides back up support for district front desk, as needed
 - Processes KIDS stamp orders and supplies
 - Orders office supplies as needed
 - Scans paper files into document management system
 - Participates in Texas District Church Extension Fund teams and meetings as required
 - Undertakes individual training and development as required
 - Embraces other duties as assigned

B. ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Demonstrated evidence of Christian maturity and a personal walk with God
- Commitment and loyalty to the vision, mission and goals of Texas District Church Extension Fund
- Demonstrated experience in providing excellent executive administrative skills
- Operates with integrity at all times
- Demonstrated experience in completing a range of administrative tasks
- A good level of communication and interpersonal skills including the ability to work as a part of a team oriented working environment
- Well-developed computer skills including demonstrated experience in the use of a range of Microsoft Office products (eg: Word, Excel, etc)
- Demonstrated competence in managing procedures, processes and resources
- Excellent time management skills
- Excellent attention to detail
- Demonstrated ability to acquire knowledge and learn relevant new skills in short time frames
- Ability to adapt work practices to meet changing circumstances