



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 are to manage the day-to-day administrative functions of the department.
- 2. Reporting / Working Relationships**
Reports to Texas District Church Extension Fund Operations Supervisor.
- 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 the calendar
 - Processes and scans daily mail
 - Reviews, prints, and mails daily investment transaction receipts
 - Reviews and mails all CEF-issued checks
 - Reviews other transactions as required
 - Prepares team meeting agendas or other team correspondence as needed
 - Assembles and distributes BCE Agenda
 - Assists with meeting or gathering tasks
 - Schedules and sets up all staff meetings
 - Assists with KIDS stamp orders and supplies
 - Order office supplies as needed
 - Coordinate mailing projects
 - Research returned mail received.
 - Provide backup assistance to Financial Clerk
 - Participate in Texas District Church Extension Fund team 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 the 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 using a range of Microsoft Office products (ex: 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