

FIRST CHRISTIAN CHURCH  
CO-OFFICE ADMINISTRATOR  
ACCOUNTING  
JOB DESCRIPTION

1. Project a friendly and positive attitude to staff and visitors to the Church office and others who communicate with the Church.
2. Receive and make phone calls timely and professionally.
3. Maintain regular office hours as determined by the Board.
4. Pick up the mail daily and distribute it to the proper persons and committees.
5. Maintain the automated bookkeeping system
6. Prepare financial reports for the Board meetings and other times as needed.
7. Compile and submit denominational and state reports, assisting the Treasurer in preparation of the Annual Report to be filed with the State of Florida.
8. Assist Pastor in the office and via other methods (e-mail, phone, Zoom).
9. Send out information regarding Special Day offerings and any other information that the Outreach Committee needs to be sent to members.
10. Send the copy numbers on the 22<sup>nd</sup> of each month. [IS THIS FOR THE COPY MACHINE LEASE ??]
11. Place orders for supplies from the office and committees as needed (communion supplies, etc.)
12. Assist committee chairs and members in fulfilling their respective responsibilities.
13. Perform any other duties as may be assigned by the Board or Board Chair.