



Denver Community Church Position Description

Title: Bookkeeper/Administrative Assistant

Reports to: Administrative Pastor

Revised as of: November 2018

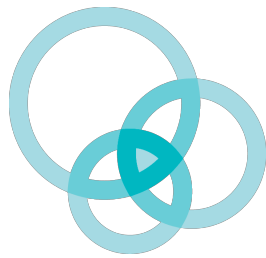
Function – Provide competent and personalized bookkeeping and administrative support in a well-organized and timely manner, including handling confidential and sensitive information in a professional manner.

Responsibilities

- Provides timely office services and support
- Provide administrative support to staff
- Functions as liaison with employees, leadership, and the community
- Schedules appointments for staff as appropriate
- Coordinates and plans meetings for leadership as needed
- Types, edits and revises correspondence
- Prepares, updates and assists with reports and projects
- Supports Adult Ministries with Community, Supper, Learning and Lent Groups, as well as, DDCC and Baptism
- Establishes and maintains filing system
- Handles monthly reconciliations and weekly bank deposits
- Processes check requests and expense reports for leadership approval
- Enters accounts payable and other bookkeeper data in QuickBooks
- Manage weekly deposits including Next Step and Prayer cards at all facilities
- Maintain and promote CCB with staff and the community
- Maintains office equipment and notifies vendors as necessary
- Maintain office supplies and orders as needed
- Maintain communal office space (copier room, conference room, kitchen, etc.)
- Make disciples in his/her ministry area
- Other duties as assigned

Qualifications

- A relationship with Jesus Christ as Savior
- Beliefs consistent with DCC's "Our Story" (Statement of Faith)
- Participant on the Ministry Team
- An intense commitment to the Mission and Vision of Denver Community Church
- Responsible self-management that reveals genuine servant-hood, faith-centeredness, teachability and spiritual stability
- Ability to manage/prioritize multiple tasks concurrently as needed
- Supportive and loyal to staff members and the faith community
- Maintains a healthy sense of humor
- Excellent written and oral communication skills



DENVER COMMUNITY CHURCH

- Intermediate to advanced computer skills including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint), Adobe, QuickBooks, etc.
- Ability to interact well with people in the office environment through correspondence and various levels of communication
- Ability to provide excellent customer service, representing DCC well to others
- Ability to attract and retain volunteers, work well with teams
- Strong organizational and detail orientated skills
- Willing to take the initiative to get things done

Experience

- High school diploma or general education degree (GED).
- Associate's degree (A.A.) or equivalent from two-year college or technical school or 3 years experience in administration or related field and/or training; or equivalent combination of education and experience is preferred.
- Previous Bookkeeping experience is preferred

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Associate Acknowledgement:

I acknowledge that I have received a copy of this job description and that it is my responsibility to read and understand it. I certify that this current job description accurately describes the primary duties of my job, as I am to perform it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my Manager.

Printed Employee Name

Date

Employee Signature