



# Unity of Tustin Job Description

<b>This job description is approved by:</b>		<b>Title:</b>	<b>Release Date:</b> 10/15/2018 <b>Revised Date:</b>
<b>Job Title:</b>	Administrative Support – 1A Part-time		
<b>Job Classification:</b>			
<b>Hourly Range:</b>	\$18 to \$20		
<b>Reports To:</b>	Senior Minister		
<b>Positions that report to this job:</b> None			
<b>Summary of the job's main purpose for existence:</b> To support the community at Unity of Tustin performing various data management functions.			

## Process Contributions and AP

1. Maintain accurate business records of the church.
2. Process and record Sunday contributions, class offerings, event deposits, and rental payments. Make bank deposits. Run reports.
3. Track and process payables in a timely manner.
4. Maintain files continuously and accurately.
5. Update various spreadsheets for attendance, contributions, etc.
6. Prepare and distribute semi-annual giving statements.
7. Maintain membership data base
8. Track rental payments.
9. Prepare contracts per agreement with church and presenter.
10. Verify income of event/workshop/class/intensive and submit payout request.
11. Record and communicate payroll activity to bookkeeper.

## General

1. Help implement special projects as needed.
2. Streamline and create efficiencies.
3. Assist Minister with tasks as they arise.
4. Work closely with other administrative support, as well as volunteers, with team spirit to support the efficient functioning of the entire office.
5. Other duties as assigned.

## **Qualifications, Skills, and Experience required or credentials required to perform this job:**

- Must have the ability to maintain confidentiality.
- Must possess a financial aptitude including basic bookkeeping and math skills.

- Must be focused, detail-oriented and accurate.
- Strong experience in basic operations of Microsoft Office particularly Word and Excel, including setting up basic spreadsheets
- Ability to collaborate on the creation and documentation of best practices, policies and procedures

**Preferred Qualifications, Skills and Experience:**

- Experienced at journal entry preparation
- Ability to use advanced skills in Excel and Word
- Quickbooks knowledge may be helpful.
- Ability to create macros in Excel
- Basic bookkeeping skill

**Personal Qualifications, and Attributes:**

- Committed to Unity of Tustin vision and mission
- Ability to ask for what is needed
- Ability to see the end result and determine the steps needed to get there
- Self-motivated and takes the initiative to problem solve
- Willing to joyfully do the little jobs and sees their importance in supporting the big picture
- Positive attitude
- Be flexible in your schedule
- Leader and team player
- Ability to manage multiple priorities and work in an occasionally chaotic environment
- Heart-centered and detail oriented
- Clear in who you are and ability to communicate it with love and wisdom
- Expected to understand basic Unity principles
- Respect the spiritual path of all