

**First Presbyterian Church of Topeka  
Administrative Assistant  
Job Description**

**Job Classification:** Non-exempt, part-time

**Work Schedule:** 8 to 10 hours/week, typically Monday and one other weekday

**Reporting Relationship:** Pastor/Head of Staff

**Primary Accountabilities:**

The Administrative Assistant helps with a variety of tasks that promote the smooth functioning of the office, with special responsibility for tasks related to the Finance Office.

**Major Duties:**

- Prepare the weekly deposit and take it to the bank
- Prepare the check requests/accounts payable. Mail checks as needed.
- Scan and send timesheets to our accounting firm; prepare pay stubs and distribute to employees
- Provide updated and accurate answers to donors about their giving; produce and mail quarterly and annual giving statements.
- Weekly reconciliation of online donations.
- Coordinate the preparation and mailing of birthday and anniversary cards to church members
- Help staff with thank-you notes (tracking, updating list of people who need to be thanked)
- Verify daily backups of the Finance computer
- Other duties as requested, within the 8 to 10 hour/week timeframe (could include coordinating front desk volunteers, updating member information and calendar information, etc.)

**Required Qualifications**

- Two or more years of experience with similar responsibilities
- Knowledge of Excel and Quickbooks
- Track record of accuracy and reliability
- Ability to collaborate with other staff and volunteers
- Ability to organize, multi-task, plan and set priorities with minimal supervision
- Demonstrate poise, tact and diplomacy with the ability to handle sensitive and confidential information with the utmost integrity
- Uphold and work within the policies and procedures of the First Presbyterian Church of Topeka, KS, which is a congregation of the Presbyterian Church (USA)

Questions? Please contact [sohlde@aol.com](mailto:sohlde@aol.com) or [snichols@fpctopeka.org](mailto:snichols@fpctopeka.org).