

CONFERENCE CLERK, RECEPTIONIST, & TREASURY ASSISTANT POSITION

AVAILABLE IMMEDIATELY

Summary/Objective

The receptionist performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance. Assisting the Treasury department, and other departments as needed.

Essential Functions

This position will report to the Treasury Department:

Duties/Responsibilities: Receptionist & Treasury Assistant

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Develops and maintains office forms and procedures and assists with administrative tasks
- Answers central telephone system and directs calls accordingly
- Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department
- Duplicates and distributes materials
- Composes, types and edits correspondence, reports, memoranda, and other material
- Assists public with the use of department facilities
- Assist other members of our team when needed
- Other duties as assigned

This position will report to the Executive Secretary:

Duties/Responsibilities: Conference Clerk

- Keep membership records current: Members, Church Officers
- Train new church clerks
- Keep current church clerks informed o
- Assist church clerks with international transfers
- Assist all offline church clerks with data entry
- Record and track Church Plant members, baptisms, and growth
- Record and track Company members, baptisms, and growth
- Close each quarter: Send report to appropriate persons: NJC, Columbia Union
- Update Dupes and NCOA records when received from NAD
- Provide reports and statistics to NAD and Columbia Union when requested
- Provide reports to Conference staff when requested
- Other duties as assigned

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands & Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is exposed to prolonged periods sitting at a desk and working at a computer. Required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to lift up to 15 pounds at times.

Preferred Education and Experience

high school or GED equivalent with specialized course work in general office practices such as typing and filing.

Required Skills/Abilities

- Ability to greet visitors, clients, and colleagues in a friendly and courteous manner
- Excellent verbal and written communication skills
- Working knowledge in Microsoft Office Suite or related software
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently
- Bilingual (English/Spanish/etc.) Preferred.

Position Type/Expected Hours of Work

This is an hourly position, 28 hours per week, Monday through Thursday, 9 a.m. to 5 p.m. Occasionally weekend work for special events.

Pay

The pay rate will be between \$13 to \$20.18 per hour depending on experience.

Disclosure

New Jersey Conference is a bona fide employer. Candidate must be a member of the Seventh-day Adventist Church in good standing.

Please send a resume to:

HR Department – via Sarah Frodelly @ sfrodelly@njcsda.org – Fax: 609-802-0868 - Deadline: April 1, 2022