

LAKEVIEW MINISTRIES

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position Description

The Administrative Assistant serves the Lord's ministry at Lakeview Ministries by working under the direction of the Executive Administrator to ensure all aspects of office and business management are completed.

Required Qualifications

- Minimum age - 21 years old and completed one year in a post-secondary educational program.
- Desire and ability to work in a camp setting.
- Willingness to support the Lord's ministry here at Lakeview Ministries.

Desired Qualifications

- Member in good standing of the Lutheran Church-Missouri Synod.
- Experience in office procedures (filing, answering telephones, photocopying, meeting the public, etc.)
- Ability to use a word processor, database, and spreadsheet.
- Ability to manage basic business concerns of camp.
- Experience and/or education in general bookkeeping procedures, including payroll accounting.
- Ability to accept supervision and guidance.
- Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

- The Executive Administrator in terms of application, training, most work assignments, performance review, and personnel policies and practices.

General Responsibilities

- Assist the Executive Administrator in the administrative area of camp, including assistance with accounting and payroll, processing payments and donations, and fulfilling all tax reporting requirements.
- Assist in managing all front of office tasks such as receiving telephone calls, managing the office email, greeting guests that arrive at Welcome Center, and tracking and restocking office supplies.
- At the direction of the Executive Administrator, assist with other administrative, filing, and office tasks as needed.
- As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.