

**Job Title: Part-Time Administrative Assistant****Report to: Director of Operations****Job Summary:**

Seeking a detail-oriented and organized **Administrative Assistant** to assist with the day-to-day operations as assigned by the Director of Operations. Much have experience using Microsoft Excel and RUN ADP payroll processing. The ideal candidate will support daily administrative tasks, assist with managing payroll operations, assist with facilities contracts and vendors.

**Key Responsibilities:**

- Assist in maintaining and update spreadsheets using Microsoft Excel and Quick books.
- Ability to work within Excel using formulas, pivot tables, and data analysis.
- Process payroll using RUN ADP when needed
- Assist with handing HR functions as needed.
- Collaborate with HR and finance teams to ensure smooth payroll operations, salary transfers, and journal entries.
- This role will also work with the South Austin Campus Pastor to assist in administrative task, organizing and planning churchwide gathering and special events.

**Skills:**

- Proven experience in **administrative support**, payroll processing, or HR-related roles.
- Proficiency in **Microsoft Excel** (advanced functions, data analysis, and reporting).
- Hands-on experience with **RUN ADP** payroll software.
- Strong attention to detail and ability to handle confidential information.
- Excellent communication and organizational skills.
- Ability to multitask and work independently in a fast-paced environment.

**Qualifications:**

- Processing payroll with ADP
- Accounting Experience
- Payroll Experience
- Ability to learn software and procedures quickly
- Familiar with Quick books, Shelby, Microsoft word, and Microsoft Excel

