

## Memphis Theological Seminary –

**Position Title:** Administrative Assistant to Business Office

**Posting approval date:**

**Closing Date:** until filled

**The time and place to apply:** Send letter/resume to The Vice President of Operations /CFO, MTS, 168 East Parkway South. Memphis, TN 38104, or to [cfo@memphisseminary.edu](mailto:cfo@memphisseminary.edu). No phone calls inquiries will be received.

**Job Type:** Permanent, Part-time

**Reports To:** Vice President of Operations /CFO

### Position Description & Responsibilities:

Perform administrative duties for the CFO including but not limited to screening calls, emails, etc.

- Arranging for meetings, and attend meetings as assigned;
- Preparing reports and financial data;
- Preparing bi-weekly payroll and related payroll reporting;
- Maintaining and updating departmental web information;
- And all other duties as assigned.

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### MINIMUM QUALIFICATIONS:

- Education and/or experience equivalent to an associate degree in related field.
- Some accounting or finance experience preferred.
- Strong MS Office Suite experience including but not limited to work processing, calendar, email and spreadsheets.
- Prior payroll processing experience a must ..
- Competencies with office and business technologies.
- Experience working with a diverse, multicultural community.
- Experience with Academic Management Systems helpful but not required.

### Hours of Work:

This is a part-time, **hourly** position.

**Benefits:** As outlined in the MTS Personnel Handbook:

**Relocation Assistance:** Not provided

*The attached job description reflects Memphis Theological Seminary's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract.*