

NKBA Ministry Assistant

Office Manager and Financial Secretary

Position Overview

The NKBA Ministry Assistant serves as the steady heartbeat of the Northern Kentucky Baptist Association office. This role is more than administrative support. It is a ministry of presence, organization, and trust. The person in this position creates the structure that allows pastors, churches, and association leaders to focus on their calling while knowing the day-to-day operations and finances are handled with care, accuracy, and integrity.

This role values attentiveness, consistency, and discretion. It touches nearly every part of the Association's life, from welcoming visitors and coordinating events to stewarding financial resources and communicating with churches across the region. It is a behind-the-scenes role with visible impact, and it plays a vital part in the health and effectiveness of the Association.

Primary Responsibilities

Office Management

- Manage daily office operations, including mail, phone calls, scheduling, and greeting visitors
- Maintain organized, welcoming office and kitchen spaces and ensure supplies are stocked
- Recommend updates or improvements to office software, equipment, and service providers as needed
- Maintain and manage a 12-month rolling NKBA calendar
- Assist with event preparation, including scheduling, meals, refreshments, handouts, and logistical support
- Maintain organized filing systems for correspondence, Board materials, and Fall Meeting reports

Communications

- Maintain and update the NKBA website and assist with future app integration
- Create and distribute monthly newsletters and church mailings, currently using Constant Contact
- Design flyers and promotional materials for NKBA events using tools such as Word, Publisher, and Canva
- Maintain church and group databases, currently through QuikKast, with future transition to app-based systems
- Contact churches as needed regarding Annual Church Profile completion and related information

Financial Administration

- Manage accounts payable using current financial software, with possible transition to a new system
 - Prepare weekly or biweekly deposits of donations and other income
 - Reconcile checking and savings accounts on a regular basis
 - Manage income and expenses for designated fund accounts
 - Track budgeted versus actual spending throughout the year and report to the AMS and Finance Committee
 - Notify the Finance Committee of any unusual or upcoming expenses
 - Assist in preparing the annual budget proposal in collaboration with the AMS
 - Prepare and present financial reports for Board meetings and the Annual Fall Meeting
 - Coordinate the annual financial audit and reporting to the NKBA Board
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Preferred Skills and Qualifications

- Strong organizational skills with attention to detail and follow-through
 - Experience with bookkeeping or financial recordkeeping, especially in QuickBooks or similar systems
 - Comfort working with digital tools such as email platforms, websites, databases, and basic design software
 - Ability to manage multiple tasks while maintaining accuracy and calm under pressure
 - Clear written and verbal communication skills
 - High level of integrity, confidentiality, and trustworthiness in handling financial and personnel matters
 - Self-motivated with the ability to work independently while supporting a team environment
 - Familiarity with church or nonprofit environments is helpful, though not required
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Why This Role Matters

The NKBA Ministry Assistant helps create order where ministry can flourish. By caring for the details, stewarding resources faithfully, and keeping communication flowing, this role frees leaders and churches to focus on people rather than paperwork. It is a role built on trust, service, and quiet faithfulness, and its influence reaches far beyond the office walls.