



<u>Title:</u>	Office Manager
<u>Date:</u>	July 10, 2025
<u>FLSA Status:</u>	Non-Exempt
<u>Directly Reports To:</u>	Pastor
<u>Work Schedule:</u>	Onsite; 4 days a week; 25-28 hours per week
<u>Hourly Salary Range:</u>	\$25 - \$28
<u>Benefits:</u>	Medical Benefits Available
<u>Probationary Period:</u>	The first 90 days of employment shall constitute a probationary period during which period the Church may, in its absolute discretion, terminate the Office Manager's employment for any reason without cause or notice

Nature and Scope of Position:

The Office Manager report to the Pastor and is responsible for the business and administrative operations of the Church. This role actively supports the Church in sharing its core values, mission statement and ministries to Church members, the community, vendors and Church leadership teams (Deacons & Session)

Financial Administration & Management

- Receive and process all contributions and invoices in QuickBooks and Breeze
- Process and pay all bills in QuickBooks
- Process payroll in Gusto
- Provide the Financial Committee with regular monthly, quarterly reports
- Perform monthly bank reconciliation
- Assist with transition from Church Windows system to QuickBooks

Facilities Management

- Oversee the regular maintenance of the buildings and property
- Work closely with the Building & Maintenance committee to oversee facilities management for the Church, Chapel, Manse and Parish House
- Supervise vendors providing maintenance to Church properties
- Oversee building security systems
- Order supplies when necessary.

Administration

- Act as receptionist and greeter and respond to messages and forward as necessary
- Provide administrative support to the Pastor and committee chairs and members as needed
- Produce digital and hard copy weekly Sunday worship bulletin, monthly newsletter and annual report by acquiring information from Pastor, staff and relevant committee Chairs
- Produces and disseminates weekly email Member-Blast by entering content into pre-formatted Mail Chimp templates
- Updates Hymn Board each week in the sanctuary for in-person services
- Maintain Church membership database and provide reports or information as requested
- Maintains digital version and physical white board version of the Church master calendar of events and building usage
- Attend weekly staff meetings

Skills/Competencies:

- Excellent communication skills and empathy to effectively represent the Church and respond to a wide variety of individuals, in person, by email and over the phone
- Strong organizational and time management skills
- Strong systems and financial skills
- Must respond to requests in a measured, respectful, compassionate and timely manner
- Maintain strict confidentiality with personal and sensitive information that may be disclosed by Church members or learned through interactions with the Pastor or Church staff
- Self-motivated and able to carry out job responsibilities with minimal supervision
- Versatility, flexibility and a willingness to adapt to changing priorities and learn new systems

Preferred Education and Experience:

- Bachelor's or Associate Degree in Business
- 3-5 years of financial administration experience
- Demonstrated experience and proficiency in QuickBooks
- Expertise and proficiency in Microsoft Office and Google Workspace Suite
 - Calendar package
 - Word Processing functions
 - Spreadsheet functions
 - Presentation software
 - Willingness to train in ChurchWindows during transition
- Experience using social media software, web-based photo programs, graphic images and/or website templates

The Church's equal employment policy and its commitment to maintaining a diverse work force is based upon moral, practical and legal considerations. There will be no discrimination in hiring on the basis of race, color, sex, religion, national origin, ancestry, marital status, sexual orientation, age, disability, military or veteran status, genetic predisposition or carrier status or any other characteristic protected by federal, state or local law. All other personnel decisions including, but not limited to, promotions, compensation, benefits, training, education, disciplinary actions, and dismissals shall be made without regard to those factors.