

## **JOB DESCRIPTION—OFFICE MANAGER**

- JOB TITLE:** OFFICE MANAGER
- RESPONSIBLE TO:** Senior Pastor
- SUPERVISORY RESPONSIBILITIES:** Office/clerical volunteers
- CLASSIFICATION:** Non-Exempt
- QUALIFICATIONS:** Must be highly motivated and detail oriented with ability to work autonomously with little direction or supervision.  
Experience organizing, evaluating and prioritizing multiple tasks.  
Ability to coordinate volunteer projects.  
Proficiency with computers and computer software.  
Ability to type 60 wpm accurately.  
Ability to use a variety of office machines.  
Must practice confidentiality at all times.  
Ability to communicate well, both verbally and in writing.  
Ability to work with others in a team-oriented atmosphere.  
Ability to be flexible and handle stressful situations calmly and professionally.

### ESSENTIAL JOB DUTIES

1. ***Evaluates and prioritizes the administrative work and performs assignments in a timely and accurate manner.***
  - A. Prepares written and electronic materials in timely manner i.e. weekly bulletins, newsletters, wedding and funeral programs, baptismal and marriage certificates, and all other notices related to church events and meetings as requested.
  - B. Prepares schedules of church groups/volunteers as needed.
  - C. Manages the master calendar for the church building usage including facility rentals.
  - D. Trains, supports and recognizes office/clerical volunteers as needed.
  - E. Maintains accurate records of new and transferring members, baptisms, and communion attendance.
  - F. Counts all in-coming contributions, records in church management database and makes bank deposits in a timely manner
  - G. Oversees the postings to individual member's contribution records and resolves disputes in posting errors.
  - H. Maintains adequate inventory of all church and office supplies.
  - I. Assures the telephone is answered in a timely and professional manner.
  - J. Assures assistance to staff, congregational members, and the public is provided in a

- timely and courteous manner.
- K. Begins the admissions process for new/inquiring families for the Early Learning Center.
  - L. Handles billing and invoicing for the Early Learning Center.
2. ***Provides administrative support to the Senior Pastor in a timely and accurate manner.***
- A. Maintains calendars, schedules and coordination of appointments.
  - B. Writes or drafts correspondence and documents as requested.
  - C. Reviews incoming correspondence, routing materials to pastors and boards/committees.
  - D. Maintains and/or creates filing or record keeping systems as needed.
  - E. Reviews outgoing correspondence as requested for spelling and grammatical editing.
3. ***Works as a team member providing support and assistance to other staff and congregational members.***
- A. Participates in work groups and committees, contributing, supporting and assisting others.
  - B. Pitches in when extra work is needed to achieve goals.
  - C. Works effectively and cooperatively with others recognizing and supporting their efforts.
  - D. Accepts supervisory guidance and counsel, following through with specific responsibilities as directed.
  - E. Attends training and conferences as deemed appropriate for improvement of job performance.
4. ***Demonstrates Christian values in the workplace.***
- A. Treats all contacts with courtesy and respect, responding to the needs of others in an accommodating manner.
  - B. Attends work regularly. Dependable coming to work as scheduled. Reports absences promptly.
  - C. Is self-directed and willing to seek, act on, and evaluate new ideas and solutions.
  - D. Effectively controls costs through economic utilization of personnel, materials, and equipment.
  - E. Follows church policies and procedures including but not limited to confidentiality, appropriate dress and hygiene.
  - F. Completes any other related tasks and responsibilities as assigned and required.