

Position title: Office Manager and Bookkeeper

Position overview:

The Office Manager and Bookkeeper maintains the church's books in QuickBooks and oversees the general administrative duties in support of the Pastor, various ministries at the church, Sunday services, weekday services or events of the church, and church financial transactions. The Office Manager acts as a representative of the congregation and the church, and is the first point of contact for the general public who come to the church campus in person, on the telephone, and via email. Approximately 10 to 20% of time will be spent on bookkeeping activities.

Areas of Responsibility:

- Accurately maintaining the Church's books and financial records in QuickBooks. This includes recording transactions in the correct accounts, paying invoices, reconciling and balancing accounts monthly, and processing payroll. (Financial Statement preparation is not required).
- Providing general administrative support, including but not limited to support for the Pastor, church council, and other church staff members, and for seasonal and/or church events as necessary.
- Publishing both the weekly bulletin and associated PowerPoint slides for all services, particularly the Sunday services. This will include the printing, assembly, and distribution of the bulletin for each service.
- Assembling, printing, and mailing Church direct mail communications, including the Annual Report, and the monthly newsletter to include collecting articles from various persons in the congregation.
- Sending 'Welcome' letters to guests of services or events hosted by the church.
- Assisting with tracking attendance of Sunday services and events hosted by the church.
- Filing various administrative paperwork, such as insurance, tax forms, receipts, etc.
- Coordinating the scheduling of readers, communion assistants, greeters, and coffee and snack providers.
- Answering phone calls and emails sent to the church office.
- Managing the Master Calendar for church events and outside groups.

Experience demonstrating the following skills and knowledge:

- High level of proficiency with QuickBooks and understanding of accounting concepts.
- Proficiency with computers in general, including use of email, scanners, and at least Intermediate skills with Microsoft Office, including Excel, Word, and PowerPoint.
- Excellent organization, interpersonal, and verbal and written communications skills. Friendly, positive attitude, and work efficiently and proactively.

Compensation:

- Work related to QuickBooks and financial activity pays \$35 per hour, while administrative work pays \$24 per hour. Part-time options for either bookkeeping only or admin support only are available. There is some flexibility based on qualifications and experience. A health care allowance, paid vacation, and sick leave are provided for full time positions.