

Office Manager / Administrative Assistant  
Job Description

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The Office Manager is a part time, hourly position of the church unless otherwise specified by the church. Compensation will be determined by the Personnel Committee of the church and approved by the Executive Committee. The Office Manager / Administrative Assistant is subject to the terms and conditions of the Personnel Policy Manual of the church. The position will be responsible to and annually reviewed by the Pastor of the church.

Relationships

- The Office Manager / Administrative Assistant serves under the supervision and direction of the Pastor.

Competencies

- Microsoft Office 2007
- Quick Books Pro 2007
- Servant Keeper PC Membership Manager
- Windows Vista

Responsibilities

Receptionist

- Answer the telephone and direct calls to appropriate party or receive messages on his / her behalf.
- Provide information to those calling who are interested in church services or ARBC Preschool.
- Greet those who come in to the church for assistance or by appointment.
- Receive and distribute all mail and incoming packages.

Office Manager

- Maintain the office equipment, including supplies and service contracts.
- Order and maintain adequate office supplies for the office and the staff.
- Serve as custodian of the official church membership roster, striving to maintain records that are current.
- Manage petty cash not to exceed \$100.
- Manage the church credit cards.
- Manage the church postal stamps.
- Open mail addressed to the church.
- Provide supplies for the Finance Committee Tally Groups.
- Maintain the official church calendar.
- Maintain appropriate church files and serve as custodian of all official church documents including legal papers and insurance papers.
- Provide primary communication contact for the church custodian; ordering supplies for the custodian upon request.

- Prepare and photocopy requested documents for staff meetings, committee meetings or other program ministries.
- Provide requested support for staff or committee chairpersons upon request.
- Type the Nursery and Children's Church schedules and send reminders and curriculum guides to the volunteers.
- Maintain the church bulletin boards.
- Prepare guest packets for those who visit on Sunday.

#### Desktop Publishing

- Prepare the weekly letters to church visitors and guests.
- Prepare correspondence for the staff upon request.
- Type and prepare the weekly order of worship.
- Type and prepare all church communication pieces.
- Prepare any flyers, cards, or certificates upon request.

#### Bookkeeping

- Prepare financial reports (profit and loss; balance sheet; budget comparisons; accounts payable) for the Finance Committee on a monthly basis.
- Post weekly deposits based on the tally sheets to the appropriate general and restricted accounts.
- Prepare expense checks, ensuring each check request contains the appropriate receipts.
- Prepare payroll, payroll stubs, as well as all appropriate legal and tax documents such as w-2's.
- Prepare payroll taxes to be submitted each period as required by law.
- Reconcile the bank statement each month.
- File paid invoices.
- Prepare records and documents for the annual audit.
- Prepare financial records in support of annual budgeting process.
- Develop and document processes and procedures to ensure consistency of work product.
- Implement software resources as necessary to support financial reporting, payroll, banking, and records retention activities.
- Prepare monies received through the mail for tabulation and deposit by the Finance Committee each week.
- Prepare invoices received through the mail for payment, including preparation of an expense voucher.
- Post charitable contributions each week.
- Prepare annual contribution statements for mailing for income tax purposes.
- Resource the finance committee with any needed supplies such as envelopes, adding machine tape, bank deposit bags, etc.