

Covenant Presbyterian Church
Position Description: **Office Manager**

Purpose:

To provide and manage administrative, clerical and financial operations for the church and staff

Accountability:

The Office Manager is accountable to Session through the elder of the Administration Ministry Team and works under the supervision of the Pastor.

Responsibilities:

A. Secretary/Receptionist Duties

1. Oversee office communications that include phone answering, voicemail, and mail delivery
2. Data and Legal management which includes:
 - a. Annual filings with the state:
 - i. list of corporate officers and Resident Agent filing to secretary of state
 - ii. tax exempt letter with state department of taxation
 - b. Human Resources related records for all staff (I-9's, W-4's, hiring documents and annual evaluation, annual benefits elections)
 - c. Oversee the collection, input, maintenance and reporting of data using the church management system (currently ACS Realm). Train staff, elders, deacons and church leaders on the use of the church management system (Realm). Manage the contract with the church management system provider (ACS Technologies).
 - d. Perform and maintain documentation regarding background checks and services used for these checks ensuring we comply with credit reporting laws
3. Maintain office by:
 - a. Ordering and organizing office supplies
 - b. Perform or schedule maintenance of office equipment, LAN and WiFi in coordination with vendors and provide recommendations for replacement or repairs
 - c. Meet, greet and provide information in a friendly and gracious manner (by phone and at church facility) to our membership, visitors and the community
4. Provide secretarial/clerical support for church Ministry Teams, staff and Clerk of Session
5. Train office assistant and volunteers in the various office functions noted above as needed
6. Register, maintain insurance records and schedule maintenance (oil changes, tire rotations, mileage related maintenance) of church vehicles including maintaining driver logs.

B. Bookkeeper duties

1. Maintain contribution records and resolve inquiries
2. Maintaining donor confidentiality, supply financial information as needed to staff and elders
3. Prepare or oversee bank deposits and manage all banking communications
4. Manage accounts payable
 - a. prepare invoices for Ministry Team authorization
 - b. post expenses and payments using ACS Financial software
 - c. prepare checks and maintain orderly records.
 - d. communicate with vendors and/or purchasers when any questions, exceptions or problems arise regarding accounts with the church.
5. Maintain the Church checking and money market accounts including monthly reconciliations of bank statements.

6. Prepare bi-weekly payroll and payroll records. Insure proper information maintained for payroll record keeping
7. Prepare quarterly and year-end payroll taxes and reports, all legal and government requirements affecting personnel. Maintain records as needed for personnel.
8. Prepare General Ledger entries required for fund accounting
9. Using ACS "General Ledger" software, generate, design and run financial reports and statements as requested by staff, treasurer or Ministry Team Elders
10. Meet with the treasurer and Administration Ministry Team leadership as needed
11. Schedule appropriate training to efficiently perform duties as church bookkeeper
12. Manage special project financial records with assistance from ministry teams (e.g. congregational loans made to expedite improvements to buildings and grounds) and all related reporting and tax filings.

C. Communications management

1. Management of Church Website
2. Sermon audio recordings and podcasting
3. Social Media
4. Worship Presentations

Personal Qualifications:

1. Be committed to the Lordship of Jesus Christ
2. Be an active member of a Christian faith community, preferably at Covenant Presbyterian Church
3. Be willing and able to work joyfully with people of all ages and ability reflecting God's love for all

Professional Qualifications:

1. High school diploma required; Bachelor's degree or five years related experience preferred
2. Three years of extensive experience with personal computers and software, including Windows and the Microsoft Office Suite. Experience with website related software preferred
3. Bookkeeping experience preferred
4. Experience in desktop publishing required with graphic design experience a plus
5. Excellent interpersonal, verbal and written communication skills required

Time Commitment and Position status:

The time commitment for this position is 36-40 hours per week. This position is full-time non-exempt. The personnel policies of Covenant Presbyterian Church are an integral part of this position description.

Updated: October 2019