



## Office Manager Job Description

**Christ Church Mission Statement:** To reach, equip, and empower people to become passionate followers of Jesus Christ who transform the world.

**Position Summary:** The Office Manager for Christ Church – Otsego serves as the receptionist; provides administrative support to the Staff and Ministries (under the direction of the Administrative Assistant); executes financial/bookkeeping duties as outlined in coordination with the Treasurer; coordinates facility scheduling, maintenance and special events; orders office, janitorial and building supplies; and partners with the staff and congregation in fostering a climate of hospitality and support.

### Job Duties:

#### 1. Administrative/Receptionist

Supporting Goal: To convey hospitality and friendliness to all who enter Christ Church Otsego and provide administrative support to program staff and ministries.

- A. Support the Pastors, Program Staff and Preschool Staff with administrative duties such as scheduling, copying, mailings and data entry.
- B. Ensure that the church ministry calendar is up to date using the CCB database.
- C. Run reports through CCB as requested by program staff.
- D. Send in help desk tickets when technology issues arise.
- E. Order office supplies, postage, kitchen supplies and cleaning supplies.
- F. Ensure that office equipment is maintained and in working order. Arrange for repairs as needed.
- G. Order communion wafers, cups and other worship supplies as needed. Purchase and pick-up wine.
- H. Coordinate events such as funerals, weddings, baptisms, fellowship events and other special events under the direction of the Senior Pastor. Includes ordering food, ordering supplies, printing out certificates, picking up food, providing for room set-up, receiving and allocating payments and coordinating volunteers as requested.
- I. Make preparations for Sunday morning worship. Ensure that communication devices are charged, service agenda printed out, chairs are in place, and that the facility is in order for the congregation.
- J. Receive and direct phone calls in a friendly and helpful manner. Ensure that the phone is answered during business hours. Maintain phone messaging system.
- K. Greet and direct all visitors to pastors, staff or resources in a friendly and helpful manner.

- L. Coordinate and produce all church mailings, organizing a team of volunteers to assist as needed.
- M. Keep the church office and reception area neat and welcoming.
- N. Assist with filing, entering data and other office duties as requested by the Administrative Assistant.

## **2. Finance**

Supporting Goal: To ensure financial transactions and reports are processed accurately and timely.

- A. Process payroll twice monthly using ADP payroll system
- B. Process 403(b) contributions
- C. Perform accounts payable/accounts receivable
- D. Enter data into QuickBooks and generate detailed reports in partnership with the Treasurer and as requested by the Staff or Church Council
- E. Make bank deposits
- F. Count money for special events
- G. In partnership with the Administrative Assistant, reconcile bank transactions on a weekly basis; allocate money to appropriate line item in the budget
- H. Mail out giving statements to congregation as directed by the Church Council

## **3. Facilities and Maintenance**

Supporting Goal: To ensure that the church building and equipment is clean and in working order.

- A. Collaborate with janitorial staff to determine needs and order cleaning supplies.
- B. Arrange for annual fire extinguisher inspection.
- C. Ensure that thermostats are programmed appropriately according to scheduled events and season of the year.
- D. Coordinate needed facility repairs with the building maintenance person.
- E. Coordinate lawn care, trash removal, snow removal and other facility needs. Ensure that contracts are up to date.
- F. Serve as the contact person for deliveries, maintaining positive relationships with all vendors.
- G. Order pop for pop machine. Stock pop machine as needed.
- H. Set out recycle bin according to recycling schedule.

## **4. Sunday Morning Preparation**

Supporting Goal: To ensure that the church is ready for Sunday morning worship.

- A. Ensure that the Worship Center is clean and orderly.
- B. Prepare supply box for the Producer which includes communication devices that are charged and in working order. Provide the Worship Line-up.
- C. Coordinate supplies for special occasions such as baptism banners, candles, and certificates.
- D. Assist with stage design and set-up as requested.

## **5. Personal/Spiritual Growth**

Supporting Goal: To apply faith to daily life and transform spheres of influence with the purpose of leading others to Christ.

- A. Attend weekly worship and maintain a consistent devotional prayer life.
- B. Participate in growth opportunities both within and outside the congregation such as conferences, seminars, workshops and Life Groups.
- C. Take advantage of at least one yearly opportunity to improve the professional skills described above.
- D. Maintain a healthy marriage and family by balancing work and family commitments.

### **Qualifications:**

- Strong relational skills
- Positive, friendly, welcoming attitude
- Creative problem solver; shows initiative
- Ability to maintain confidentiality
- Financial trustworthiness and integrity
- Ability to work independently and as part of a team
- High School diploma or GED
- Data entry and typing skills
- Must have a valid driver's license and the ability to pick up supplies or deliver mail to the post office as needed
- Familiarity with QuickBooks
- Prior accounts payable, accounts receivable and payroll experience preferred
- Occasional lifting up to 30 pounds

### **Details:**

Part-time Staff Position

25 hours per week; Monday – Friday, 9:00 – 3:00 PM, with one hour for lunch

Pay Range: \$12.00 - \$15.00 per hour

Benefits: great church, great team, fulfilling ministry

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