Northern California Conference

**Job Description**

**DATE:**

**LOCATION:**

**STATUS:** Part-time/Regular

**REPORTS TO:** Pastor and Board

**Title:** Church Office Manager

**Wage/Salary:** $

**ERI Category:**

**Job Code: J** **Step:**

**SUMMARY:** Church Office Manager is responsible for the business affairs of the church. To keep an accurate and efficient accounting record of all the financial resources, both incoming and outgoing of the \_\_\_\_\_\_\_\_\_\_\_\_ Church and to report to the Pastor and Board.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Perform Receptionist duties
2. Interact with visitors to the church office and answer telephone calls and emails in a friendly and professional manner
3. Maintain the church office in an attractive and professional manner at all times
4. Perform general office responsibilities
5. Maintain the church calendar to reflect all church-related events
6. Assist with the preparation of the weekly church bulletin, including compiling and proofreading announcements
7. Clear all bulletin announcements, inserts, and flyers with the pastor(s)
8. Prepare baptismal and baby dedication certificates as needed
9. File important correspondence and records and maintain a standardized and efficient filing system
10. Assist the pastor(s) with correspondence as necessary, including mailing needs
11. Manage incoming mail each workday and regularly check email
12. Provide church officers with office assistance for church matters as needed
13. Keep office supplies stocked and well-organized
14. Manage petty cash and provide accounting of petty cash use to church treasurer, if requested
15. Provide church treasurer with all invoices, bills and other treasury related items in a timely manner
16. Maintain general church bulletin board to ensure that appropriate notices are posted and old notices are removed
17. Edit, post, and/or update information on the church’s website as necessary.
18. Provide church committee(s) support as needed
19. Copy and assemble materials needed for church board meeting, finance committee meetings, etc.
20. Maintain records of church board minutes and business meetings
21. Assist church clerk with keeping accurate records of church membership, including changes to address, telephone, and email, and notify church clerk of baptisms and professions of faith
22. Maintain accurate records, including signatures, of every key issue and returned. Working with individuals to recover keys from all key holders when their position ends
23. Manage sign-up lists as appropriate (e.g., flowers for the sanctuary, church events)
24. Maintain *strict* confidentiality of all church manners and membership affairs
25. Immediately report any on-the-job injury to the church treasurer or pastor
26. Have two or more deacons count loose offerings as soon as possible after received
27. Make provision for safekeeping of church monies until bank deposit
28. Arrange for deposit of all church monies in a church account at a local bank, and follow church procedures, national and local laws regarding church monies
29. Check all offering envelopes to see that monies received tally with amounts written on the envelopes
30. Post all church monies received in a church ledger using integrated computer accounting software acceptable to the local church and the NCC treasury department
31. Forward copies of required financial records accompanied by a check covering the amount of monies designated for conference, union or General Conference to the NCC on a monthly basis
32. Distribute church funds through the integrated computer accounting program for church operation as generally given in the annual church budget and by church policy. Special projects or items not in the budget must be authorized by the church board or by a church business meeting
33. Prepare for a finance committee a monthly financial statement which includes the balance status of all budgeted accounts and funds held in trust. As well as the totals of all offerings and funds received, and a detailed record of all disbursements made
34. Serve on the finance committee and the church board and advises regarding investments and loans, short and long range financial plans to foster and coordinate church goals and objectives
35. Prepare a meaningful and simplified financial report monthly for distribution to the church board
36. Develop, plan, and implement an annual church budget in conjunction with the pastor, finance committee, and the church board in a open budget planning process
37. Submit church financial records to NCC for audit as required
38. Attend NCC church treasurers’ workshop
39. Disburse personal giving receipts from NCC to donors on a yearly basis
40. Perform other work related duties as may be assigned by supervisor

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

**Education and/or Experience**

A Bachelor of Arts or Bachelor of Science degree and two years experience are desired. (Another equivalent combination of education and experience may be substituted.)

**Language Skills**

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquires or complaints.

**Mathematical Skills**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

**Computer Skills**

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

**Reasoning Ability**

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

**Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in regular standing.)

**Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.