

Abbeville First Baptist Church

Job Description for Office Manager

JOB TITLE: Office Manager

ACCOUNTABLE TO: Senior pastor or in his absence the Deacon's Executive Committee

STATUS: 24 HOURS PER WEEK

HOURS: Mon-Thurs-9 a.m. to 3 p.m. (with one paid hour for lunch).

DESCRIPTION: This position will be include administrative and financial secretary responsibilities.

SKILLS: Must have good communication and writing skills and proficient computer skills to include but not limited to use of the following programs: word, excel, outlook, publisher and other related programs.

PREFERENCE: Experience working with non-profit organizations and general public.

EDUCATIONAL REQUIREMENTS: An Associate Degree in Accounting or two years experience in the related field and knowledge of Quick Books.

PERSONAL GUIDELINES: Exemplify Christian conduct, friendliness, and confidentiality. Dress and general appearance are to reflect the standards of a professional person.

PRINCIPLE FUNCTIONS: The office manager's primary function is to assist the senior staff by serving their requests with excellence, implementing the ever changing needs in the structure and function of the living organism called First Baptist Church. The secondary function is to manage additional office personnel whether paid or volunteer. Further duties will be complied of handling financial responsibilities and duties of the church office. This role will be performed in a professional and efficient manner.

PRIMARY DUTIES AND RESPONSIBILITIES

1. The office manager will supervise the daily administration of the church office to include but not limited to: receiving and screening calls, seeing that clear written messages are taken, and returning calls. The office manager will generate correspondence and maintain up-to-date and well organized files. The office manager will develop schedules and coordinate "non-paid volunteers" to accomplish office and church functions in accordance with the direct on of the senior pastor and or chairman of the deacons (Executive Committee).

- 2. The office manager will work along with the senior pastor in the following ways:
 - a) Schedule meetings; notify the senior pastor, staff, and deacons immediately upon the death or hospitalization of any member or AFBC by personal contact. This can be accomplished by text, e-mail, or telecommunication.**
 - b) Write and mail birthday, sympathy, childbirth, anniversary, memorial cards, etc, to members and non-members each month.****
- 3. The office manager will attend staff meetings for informational purposes, open and sort mail, maintain and order all supplies for the church office and ensure that office machines are clean and well maintained.**
- 4. The office manager will work with appropriate committees, officers and leaders to carry out the ministry of the church.**
- 5. The office manager will cooperate with the senior pastor, staff, and or chairman of the deacons by performing any other church related duties.**
- 6. The office manager will work with the church clerk to present a business meeting agenda for all business meetings.**
- 7. The office manager will maintain the church activity calendar along with the sanctuary and Christian Life Center use calendar and collect appropriate documentation for use of the building. Assure the application for use of the buildings are filled out and approved by the appropriate committee prior to agreement to let them use the building. This will include collecting the monies for rental of the buildings. The office manager will also make sure the buildings are properly cleaned and no damage occurred before returning the deposit. If the event occurs during the week-end the office manager will coordinate inspection with the chair of the properties committee.**
- 8. The office manager will gather and assimilate information for the church publications and will proof read all church publications before printing is completed. The office manager will then transport all information that is to be printed outside of the church office to the "Press And Banner" for printing (Bulletin, newsletter, etc.) The office manager will keep records on and update/reorder all subscriptions and publications by the church (The Baptist Courier The Baptist News Sunday School Literature etc.)**
- 9. The office manager will assist employees with building or property questions (grounds, housekeeping, etc) and will report any building or grounds deficiencies or malfunctions to the chair of the property committee.**

- 10. The office manager will coordinate schedules so the church office will have coverage during allotted lunch time or other occasions staff or office volunteers are present. The office manager will assure lights are off and building is secure if the last one to leave.**
- 11. Each Monday morning, with the help of others, count receipts from Sunday and make bank deposits.**
- 12. Post and file all offering envelopes and maintain records of individual contributions.**
- 13. Provide annual statements of contributions to individual contributors before January 31st of each year.**
- 14. Account for and post all monies received in the appropriate budget categories.**
- 15. voucher form of authorization for payment from each responsible person.**
- 16. Pay all bills and reimbursements in a timely manner, posting them to the proper expense accounts. Contact the Church Treasurer to come and sign the checks. If the Church Treasurer is not available, the Assistant Church Treasurer should be contacted.**
- 17. Make monthly missions contributions.**
- 18. Prepare quarterly and annual tax reports, including W-2's and 1099's.**
- 19. Reconcile bank accounts monthly.**
- 20. Make appropriate journal entries.**
- 21. Prepare monthly financial reports for the Finance Committee.**
- 22. Prepare necessary information for Workers Compensation.**
- 23. Prepare necessary information for Annual Church Profile.**
- 24. The office manager will be responsible for compiling the annual church profile for the Lakelands Baptist Association**

COMPENSATION AND BENEFITS

- 1. The salary and allowances for the office manager will be determined by the annual budget and will be recommended by the Personnel Committee and approved by the church.**
- 2. After serving one month, the office manager will receive two weeks paid days of discretionary time to be used within the first year of service; not cumulatively.**
- 3. Sick leave/personal time off (a medical excuse may be requested): office manager will receive five days of sick leave with pay.**
- 4. The church office will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (2 days)' and Christmas Day (2 days). The office manager will be paid for the holidays and sick leave/personal time off at the rate of the hours for that day.**
- 5. No staff member or regular employee will have provisions in a job description that will be in conflict with any of the above.**

Probation period: 90 days-evaluation to follow for permanent employment