

# Job Description

**JOB TITLE:** Office Manager

**REVIEWED/REVISED:** Nov 2023

**STATUS:** Part-time

**REPORTS TO:** Senior Pastor

**Summary of Job:** Responsible for supervision of office and custodial staff of Resurrection; promotion of sound fiscal policy and stewardship of church's financial resources; coordinated scheduling of facility for groups and individuals; and oversee church insurance, computer assistance, vendors, and other administrative areas.

**Essential Duties and Responsibilities:** *(other duties may be assigned)*

**Office and Staff responsibilities:**

- Be a cooperative part of the office staff and maintain a welcoming office atmosphere.
- Oversee and manage the custodial staff to make sure the facilities are well maintained.
- Work with Custodial staff and Property Committee to address issues related to the facility or exterior grounds.
- Oversee Nursery staff including scheduling and logistics of nursery.

**Human Resources and Financial support**

- Oversee the income process (counting of offerings, delivering offering to bank) and coordinate with Recording Secretary to insure accurate reporting.
- Work with bookkeeper assuring payroll, staff medical and retirement benefits, are accurately managed and provide any necessary or requested reports.
- Keep personnel files current and in good order.
- Oversee vacation, sick leave, and continuing education time/funds for staff.
- Report to the Senior Pastor on matters of personnel and finance.
- Be responsible for compliance/regulations in regard to workspace and employees.

**Scheduling:**

- Oversee occasional large events and special activities that utilize LCR space and provide for all necessary logistical considerations (custodial, access, and equipment). (synod gatherings, congregational events/anniversaries, concerts, etc.)

**Church insurance, computer assistance, vendors, and other administration:**

- Work with current church insurance company to see that church insurance coverage is up to date and in good order. Handle any claims (lightning strike, vandalism, etc.) as needed. Monitor insurance coverage and be responsible for maintaining sufficient coverage.
- Work with staff and vendors ensuring that all church equipment is in working order and receiving required maintenance. (computers, copiers, HVAC, Audio/Visual, appliances, plumbing, electrical etc.).

- Supervise all vendor communication/ordering of supplies/billing (café, kitchen, office, custodial supplies, etc.)
- Ensure that all issues that might impact ministry and groups meeting at LCR are communicating to all impacted parties.
- Attend weekly staff meetings (currently on Tuesday mornings) for support and input.
- Assist program staff with background checks on volunteers and offsite trip details (insurance coverage, etc.)

**Supervisory Responsibilities:**

- Oversee custodial staff.
- Oversee office policies and procedures as defined above.
- Oversee nursery staff.

**Minimum Education and Experience:** Office management experience required. AA or BA in business management, accounting, or related fields and experience in facilities management is ideal.

**Knowledge, Skills, and Abilities:**

- Computer proficiency in Microsoft Word and Excel.
- Able to communicate effectively.
- Able to work independently without constant supervision to complete tasks. Able to prioritize, organize, and accomplish assigned work.
- Must maintain confidentiality of all information obtained on the job.
- Able to be flexible and willing to respond to emergency issues in regard to property and grounds (alarm issues, plumbing, HVAC etc.).
- Maintain a professional appearance and attitude.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk on the telephone, work on the computer, and communicate in person and electronically. Being able to speak and hear effectively is required. Specific vision abilities required include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will be required to stoop or kneel on occasion. Lifting items up to 30 pounds will be necessary.

**Work Environment:** While performing the duties of this job, the employee works indoors in an office setting. The indoor facilities are to be drug, alcohol, and tobacco-free zones. Smoking is permitted outside the building.

**Other:** The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.