



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Job Description Office Manager

Classification: Exempt
Report to: Finance Administrator
Date: Edited 1-14-21

JOB DESCRIPTION

Summary

The person in this position should be a committed Christian Disciple. Under the direct supervision of the Finance Administrator this position coordinates and directs work flow with church staff, office secretaries and volunteers to support the programs of CUMC. Works in conjunction with the Finance Administrator on financial and human resource record keeping, accounts receivable, accounts payable and backup for reconciliation of accounts. Assembles highly confidential and sensitive information. Deals with a diverse group of members and guests as well as internal contacts at all levels of the church. Independent judgment is required to plan, prioritize and organize diversified workloads.

Essential Functions

1. Maintain office forms and procedures and updates for distribution.
2. Supervise church secretarial staff
3. Count Sunday offering
4. Maintain church Accounts Payable, Accounts Receivable
5. Maintain attendance records for program ministries
6. Make bank deposits
7. Assist Finance Administrator as needed to reconcile all accounts on a monthly basis
8. Submit yearly budget for office needs
9. Maintain office equipment and supplies
10. Coordinate and assist staff with secretarial needs
11. Maintain all facility use by booking rooms and HVAC needs for programming and non-church related events
12. Advise and assist the Finance Administrator in preparation for meetings
13. Assists in emergency procedures and securing building
14. Other duties as assigned by the immediate supervisor or the Senior Minister
15. Maintain all building contracted services
16. Information Systems
 - Point person and contact for IT contractor
 - In conjunction with IT contractor:
 - Email Setup
 - Maintain Domain Registration
 - Office Phone System
 - Cellphone Service and Replacements

Mission: To Know Christ and to Make Him Known



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Competencies

1. Technical/Financial
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Organizational Skills
5. Collaboration Skills
6. Communication Proficiency
7. Flexibility
8. Confidentiality

Supervisory Responsibility

This position supervises church secretarial staff, including night desk.

Work Environment

This position operates in a professional church office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. It also contains special production equipment folding and cutting machines.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday 8:00am to 5:00pm.

Required Education and Experience

1. Training and experience in supervision of office personnel
2. Experience or training in bookkeeping (especially Accounts Receivable and Accounts Payable) and Payroll
3. Excellent computer skills with experience with Church software especially Shelby Systems
4. Bachelor Degree preferred in Business or related field
5. Five Years of Administrative Experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Mission: To Know Christ and to Make Him Known