

Office Manager  
Harmony Creek Church  
A United Church of Christ

**POSITION DESCRIPTION**

The Office Manager is responsible for the day-to-day operation of the church administrative functions, development and publishing of communication materials and bookkeeping. The Office Manager shall provide oversight of the church office, handling administrative tasks and functions and supporting the Pastor. The Office Manager is responsible for creating and publishing various communication materials for the church. The Office Manager serves the church as a full charge bookkeeper to maintain the financial records of Harmony Creek Church and assists the Treasurer to present an accurate account of the church's finances. The Office Manager serves as the key point of contact and conduit of information between the church, the congregation, the church Council, various Ministry Team Chairs, church members, and visitors. The Office Manager plays a crucial role to ensure that Harmony Creek Church is welcoming to everyone.

**SPECIFIC RESPONSIBILITIES**

**A. Administrative**

1. Receives visitors, answers questions and provides information courteously and efficiently, whether in person, on the phone or via e-mail.
2. In collaboration with the Pastor, maintains a list of volunteers for Sunday worship Readers and develops and coordinates a monthly schedule for Readers.
3. Performs a variety of administrative functions to include, but not limited to: management of building keys, reservation of rooms using the church calendar, creation and management of official church .org email accounts, update of the church website, Zoom accounts, and maintains electronic and paper files.
4. Maintains membership information (transfer, death, birth, confirmation, membership, baptism, etc). Provides visitor information to appropriate personnel for follow-up. Maintains a current church directory.
5. Maintains Master Church Calendar and coordinates events and event space with Good Shepherd personnel/calendar.
6. Participates in staff meetings and other official church meetings as appropriate.
7. Inventories existing supplies and maintains sufficient inventory of supplies.
8. Opens office mail, routes mail to others as appropriate, and responds to mail as able. Monitors the church Facebook page for comments that need response.
9. Maintains the filing system, ensuring important church documents are accessible. Keeps continuity binder current. Maintains and protects various website passwords.
10. Does preliminary coordination of weddings and funerals.
11. Works with vendors to maintain church operations (example copier lease).

## B. Communication Materials

1. Creates and publishes the church newsletter. Ensures it is a fully comprehensive document, is accurate and coordinates information with all involved personnel. Publishes Currents on time.
2. Creates and publishes the weekly email to the congregation with information regarding the upcoming weekend worship service and a 3 month look for future events. Ensures it is accurate and published on time.
3. Creates and prints Sunday bulletins weekly, and bulletins as required for special services. Ensures Bulletins are coordinated with all appropriate parties, is accurate, and is printed on time.

## C. Financial

1. Ensures detailed procedures are in place for counting offerings, making bank deposits, recording member gifts and reporting receipts to treasurer.
2. Organizes, trains, and supervises individuals who count weekly financial giving.
3. Ensures that the weekly receipts are made securely, and all accompanying documentations are retained.
4. Oversees posting of member records of giving to ensure absolute accuracy.
5. Assists with the annual Stewardship Campaign by providing giving history (without specific names of those giving).
6. Coordinates with the Treasurer and other staff as required to ensure a smooth and accurate accounting.
7. Processes bills for approval ensuring charges are legitimate, determining appropriate method of payment, and confirmation of payment.
8. Enters all invoices submitted for payment, cuts checks, submits the to the Treasurer for signature and prepares payments for mailing.
9. Prepares monthly reports and year-end reports as requested by the Pastor and/or Treasurer.
10. Updates Realm with required information to include, but not limited to: church attendance, membership, giving, accounting, log in contribution, giving statements (mid-year and year-end), check entry, bank account reconciliation, credit card reconciliation, weekly deposits.
11. Sets up and maintains employee payroll accounts.

## QUALIFICATIONS

### A. Required

1. 1-2 years office experience.
2. 1-2 years of bookkeeping experience.
3. Personable and friendly demeanor and ability to treat other with respect.
4. Ability to prioritize tasks, work independently and multi-task.
5. Working knowledge of Microsoft Office, particularly Word and Excel.

6. Working knowledge or ability to learn Google Workspace and its office applications.
7. Superior oral and written communication skills.
8. Practical experience in fund-based accounting and accounts reconciliation.
9. Ability to maintain confidentiality of relationships, records, and financial matters of the church and individuals.

B. Other desirable skills

1. Knowledge of Realm software.
2. Prior church office experience.
3. Ability to use social media for market and promotion of church events.
4. Understanding of liturgy and the church calendar.

POSITION

- Part time at 30 hours per week. Salary \$29,640

STAFFING RELATIONSHIP AND ACCOUNTABILITY

- Reports directly to the Lead Pastor.

GENERAL REQUIREMENTS

- Must be able to execute the terms and conditions set forth in the Harmony Creek Church Employee Handbook, including but not limited to:
- Works in a safety-conscious manner which ensures that safe work practices are used in order not to pose a risk to self or others in the workplace. Reports any safety violations to supervisor.
- Complies with church policies and procedures and local, state, and federal regulations.
- Interacts in a tactful, diplomatic, and professional manner with congregants, families, visitors, and co-workers.
- Maintains dependable attendance and adheres to standards of cleanliness, grooming, hygiene, and dress code.
- Takes positive action to ensure equal opportunity in the conduct of all church activities without regard to race, color, sexual orientation, transgender status, religion, sex/gender, age, national origin, disability, citizenship, veteran status, or any other legally protected category.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

For more information and to apply, contact Karen Emery at [humanresources@harmony-creek.org](mailto:humanresources@harmony-creek.org).