

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.60  
Subject Office Manager  
Effective Date 8/14/03  
Revised 1/1/15  
Committee Personnel

Organization/Church Employees/Office Manager

Reports to Pastor

Position Summary

The Office Manager is responsible for all accounts receivable of the church and Child Care, oversees all functions of the church office and supervises the office staff.

Principal Accountabilities

Financial

1. Supervises counting and depositing of offerings.
2. Ensures that the church complies with audit requirements and any ELCA or governmental regulatory requirements. Maintains financial records as appropriate in accordance with accepted accounting procedures.
3. Assists Treasurer with preparation of annual budgets for church and Child Care.
4. Administers employee benefit plans, enrollment and record keeping.
5. Assists Treasurer to prepare for and cooperates with auditors.
6. Administers building insurance and Youth insurance.
7. Assists individuals requesting vouchers.

Child Care Specific

1. Provides financial information to the director and/or assistant director of Child Care for the day-to-day operation of the center.
2. Collects and deposits weekly tuition payments for Child Care, as well as providing weekly receipts for all payments.
3. Provides weekly invoicing for Child Care for those clients with outstanding balances.

Office

1. Supervises office staff.
2. Maintains church/parish records in a secure fashion at the church office.
3. Functions as the staff liaison to the pastors and other designated staff in planning coordinating and implementing services, projects and events.
4. Supervises development and preparation of congregational reports. Completes the ELCA end of year congregational report, including financial component.
5. Ensures proper maintenance of all office equipment and acquisition of adequate office supplies within budgetary guidelines.
6. Handles highly confidential and sensitive reports as well as non-routine correspondence.

7. Ensures maintenance of a current list of the congregational membership, including active status and ministerial information such as baptisms, marriages, funerals, and confirmation.
8. Attends and participates in staff meetings.

### Qualifications

1. Supervisory experience.
2. Excellent organizational skills with the ability to plan, organize, and delegate.
3. Ability to develop the capacity of others to be effective team members and contribute to the efficient operation of the office.
4. Ability to communicate effectively in writing and verbally with others.
5. Knowledge of church and parish policies and procedures.
6. Ability to manage conflict effectively.
7. Experience with accounts receivable and general ledger.
8. Computer skills necessary: experience with Microsoft products, knowledge of Quick Books.
9. Independent work ethic to implement congregational and committee decisions and to meet required deadlines.