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**Church Name Office Manager**

**Job Description**

**Position:** CHURCH NAME Office Manager

**Classification:** Full time

**Immediate Supervisor:** Rector

**Function:** The Office Manager reports directly to the Priest/Vicar in Charge. The primary responsibility of the Office Manager is administering the business affairs of CHURCH NAME and working with church members, vendors, community, and staff.

**Organizational Relationships:** The Church Office Manager reports to and will be reviewed by the Priest/Vicar in charge annually. In the absence of a Priest/Vicar in Charge the Office Manager reports to the Sr. Warden.

**Tasks and Responsibilities**

**Office Management:** The Church Office Manager is responsible for:

* Creating policy and procedures as needed in relationship to the building and the compensated personnel.
* Update Employee Manual and Abuse Policy Manual and all other required manuals to conform to all Governmental, Diocesan and Insurance standards.
* Coordinates the ongoing operations of the church office and supervises volunteers.
* Understands and oversees the maintenance of the office equipment including but not limited to, phone, internet Wi-Fi, copiers, and printers.
* Understands and oversees computer software technology.
* Support the Priest/Vicar in charge on social media: Which includes but is not limited to: Facebook and Constant Contact, weekly newsletters.
* Support the office staff: which include but are not limited to: answering the church phone and greeting visitors to the church as necessary.
* Initiate prayer request updates as received.
* Other duties as may be assigned by the Priest/Vicar in charge and/or the Sr. Warden.

**Financial Management:** The Church Office Manager is responsible for:

* Serving as custodian of the financial records
* Implementing established financial procedures of the church to include and not limited to:
  + Deposits, banking operations, charitable contributions records
  + Accounts Payable – paying invoices and entering invoices into the church software on a timely basis.
  + Preparing and monitoring financial reports for Pries/Vicar in charge, and Sr. Warden and other personnel that may be directed by a vote of the Vestry.
  + Manage Tithes and Offerings including:
    - Order and distributing offering envelopes.
    - Supervise the counting of the offerings within a 24-hour time frame of receipt.
    - Enter offering amounts into the designated software program approved by the Vestry and reconcile amounts deposited with the church designated financial institution.
    - Forward a Weekly Offering Report to Treasurer, Priest/Vicar in charge and Sr. Warden.
    - Create and distribute contribution statements as required by law and or tax code.
  + Communicate and work with the Vestry via the Priest/Vicar in charge and/or Sr. Warden as to the financial health of the parish compared to set budget levels.
  + Communicate with assigned department and ministry leaders as to assigned budgets for the year and that they stay within set Vestry budgeted guidelines as may be adjusted during the year.
  + Purchase supplies and initiate vender contracts up to the Vestry approved limits and recording all church expenditures.
  + Monitor and distribute the Vestry approved Discretionary funds and distribute as directed by Vestry.

**Personnel Management:** The Church Office Manager is responsible for: (May be less if using Ministry Works payroll)

* Providing logistical support for implementation of the personnel policies.
* Maintaining the payroll for church employees and all related payroll functions
  + Calculate pay information.
  + Enter amounts through direct deposit.
  + Distribute paystubs to employees.
  + Pay federal, state and local taxes.
  + Enter Pension contributions if required with each payroll.
  + File appropriate governmental and tax forms on a timely basis.
  + Print and distribute W-2s to employees within governmental and taxing authority guidelines.
* Conduct new hire/employee orientations if necessary.
* Maintaining personnel records on staff and employees to including but not limited to federal and state forms.
* Administer 1099s – MISC and INT
  + Identify individuals that require 1099 reports, or any other tax forms as required by the government or taxing authority,
  + File appropriate forms within required timeframes by all taxing authorities.
* Maintain all Insurance Policies including but not limited to: Healthcare & Dental Policies
  + Meet with insurance agent to discuss rates, changes in policies and renewal.
  + Notify employees of any modifications

**Properties Management:** The Church Office Manager is responsible for:

* Arranging and supervising day-to-day cleaning and maintenance operations of the church and stock appropriate supplies
* Communicate with Rector, Sr. Warden or appointed designee of the Vestry concerning building and grounds issues and upcoming projects.
* Maintain all Insurance Policies including but not limited to: Property, Liability, Misconduct, Counseling.
  + Meet with insurance agent to discuss rates, changes in policies and renewal.
  + Notify the Vestry of any modifications.
* Source quotes from Vendors, manage contracts and schedule appropriate ongoing maintenance/repairs with selected contractors including but not limited to, pest control, lawn care and snow removal.
* Working with staff and organizations in coordinating the use of church facilities for meetings and activities
* Working with the Safety team to oversee all aspects of the security of the church.
* Maintaining an inventory of church property and equipment including but not limited to, Computers, Printers, Office Furniture, Sound Equipment, Musical Instruments and Café Equipment
* Manage the inventory of key distribution and maintain a record of possession.

The CHURCH NAME Office Manager is responsible for performing other duties as required by the Priest/Vicar in charge, Sr. Warden, or other appointed designee of the Vestry.