

# **Job Description: Office Manager, First United Methodist Church, Easley (FUMC)**

**Employee Type:** Part-Time, Hourly

**Hours:** Approximately 15-20 hours per week, Monday through Thursday. Specific hours are negotiable.

**Pay:** Hourly pay rate will be based on qualifications and skills. Paid time off will be accrued throughout the year at a rate based on hours worked per week and length of employment.

## **Position Description**

The Office Manager is a person, committed to the Christian Faith, possessing the necessary skills to offer administrative support to the church. As a member of the church staff, the Office Manager will encourage and guide church members in their spiritual growth by setting a positive Christian example and serving as a resource for persons related to the church.

## **Supervisor**

The Office Manager's immediate supervisor is the Senior Pastor. The Office Manager may also speak with his/her assigned liaison from the Staff-Parrish Relations Committee (S-PRC) with specific concerns that cannot be addressed by the immediate supervisor.

## **Qualifications**

The Office Manager shall be proficient in computer skills, particularly in the use of Microsoft Office software, and willing to become proficient in the church software, Power Church, used by FUMC. Strong communication skills are required to welcome and assist members and visitors looking to the church office for help and guidance.

## **Primary Responsibilities**

1. Greet, assist, and respond to persons who visit or contact the church in a manner that reflects and furthers the mission and goals of the Church.
2. Carry out duties for customary administrative needs of the Church as prescribed by the current Book of Discipline of the United Methodist Church.
3. Administer the financial affairs of the church under the direction of the pastor, church treasurer, and chairperson of the Finance Committee. This includes weekly recording and deposit of weekly offerings, management of accounts payables, and processing of payroll.
4. Utilization and proficiency of Church Windows software for finance, church calendar, etc.
5. Preparation and printing of bulletins for Sunday services and other special services/church events.
6. Coordination of and with church office volunteers.