

Westminster United Methodist Church
5801 San Felipe Street
Houston, Texas 77057
Love God, Make Friends, and Serve Others

Office Manager

Westminster United Methodist Church is seeking an Office Manager (OM) to begin at the end of April 2022. This role is responsible for the smooth operation of all church office functions. The OM will provide administrative support to the Senior Pastor and programming staff, as well as supervise and delegate to a part-time office administrative assistant. The OM is the primary point of contact for the church, and needs to be self-motivated, flexible, service-oriented, and work well in teams.

Hours: Full time 8:30AM-4:30PM Monday through Friday, on-site in the church office

Competitive Salary

Requirements:

High School Degree (or equivalent)

Bachelors Degree or 3+ years in Human Resources, Administration, or Book Keeping

Non-Profit, or Church Experience Preferred

Experienced user of Microsoft Office (Word, Excel, Access, Publisher)

Experience in database management programs preferred

To apply please submit resume, cover letter, and references to apply@wumc.com

Duties include but are not limited to:

Reception:

- Recruit, train, and direct office volunteers
- Answer telephone and manage guest check-in and check-out
- Open and close the office daily
- Supervise and delegate to part-time office assistant

Administrative:

- Aid in staff scheduling, and committee organizing
- Maintain church calendar, and assist in scheduling meetings & events
- Develop and maintain an Office Standard Operating Procedure manual *(in progress)
- Complete Certificates of Transfer In/Out and notifications
- Complete annual Charge Conference report

Facility Management:

- Manage building maintenance by collaborating with the custodian, contractors, and building trustees
 - Acquire bids for building repairs as needed
 - Maintain a list of preferred providers and contractors
 - Keep track of permits and inspections for annual insurance certification
 - Maintain list of required inspections and licenses
- With Trustees, coordinate review of insurance, utility contracts and other contracts for renewals.
- Order office & janitorial supplies
- Maintain operation of office equipment, computers, software & postage certifications
- Coordinate all facility use: scheduling, set up & take down

Personnel:

- Function as staff resource for HR related questions
- Maintain PTO, personnel, and payroll records for all employees
- Perform onboarding and updated training

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- Perform background checks on all employees & volunteers
 - Distributes required paperwork to employees, volunteers, and contractors
 - Maintain a database of employee records to assure training is current and background checks are completed per schedule
- In coordination with SPRC board, assure job descriptions, policies/procedures, and handbooks are kept current in accordance with government regulations and WUMC's policies and procedures
- With each supervisor, recommends timing for performance reviews

Accounting and Payroll:

- Verify employee time sheets, and assure payroll records are submitted timely to accountant for processing
- Process payables for online payments as well as check requests
- Code all payables for QuickBooks entry
- Maintain Designated & Restricted Funds accounting records
- Record donations and send acknowledgements
- Liaison with accountant, finance committee
- Record retention policies
- Coordinate destruction of documents, and shredding, as directed
- Coordinate with building Trustees to organize permanent records (blueprints, safe documents, etc.)