

Position: Office Manager

Directly supervised by the Senior Pastor

Accountable to the Board of Elders

Purpose: To serve the church by supporting the pastoral staff and other activities of the church. This includes updating the church calendar and maintaining membership and financial records. Additionally provide a welcoming, confidential, and positive environment for all visitors to the church, or callers during office hours.

Primary Duties and Responsibilities:

1. Provide administrative services to the pastoral staff and congregation
 - a. Edit and prepare weekly bulletins and other documents as requested
 - b. Maintain accurate mailing and e-mail lists
 - c. Send the weekly email with the order of service and bulletin announcements
 - d. Create Pastor's monthly report of attendance and membership activity
 - e. Maintain church calendar, assist in scheduling building use
 - f. Contact florist for flowers as needed
 - g. Ensure supplies are well stocked (e.g. copier paper)
 - h. Notify Head Trustee of any building issues
2. Maintain appropriate and accurate financial and membership records:
 - a. Enter contribution and attendance information into Church 360
 - b. Count offerings, prepare and make weekly bank deposits
 - c. Act as the point of contact for the payroll service including online reporting of monthly compensation information and management of employee information
 - d. Pay invoices on a timely basis as directed and/or delegated by Treasurer
 - e. Maintain a coherent filing system for important financial records and contracts and provide requested files for annual audits
 - f. Prepare annual contribution statements for donors
3. Support the council and church committees as requested:
 - a. Assemble documents as needed for congregational meetings
 - b. Assist with publicity for events
 - c. Help to create volunteer sign-up sheets
4. Other Duties
 - a. Prepare and produce monthly newsletter for mailing or electronic distribution
 - b. Assist with quarterly submission to the Cincinnati Lutheran
 - c. Update website as able

Qualifications

- Ability to manage sensitive information with the utmost discretion
- Strong computer skills. Proficiency in Microsoft Office products: Word, PowerPoint, Outlook, Publisher (or similar). Aptitude and willingness to learn Church 360. Previous experience with bookkeeping software helpful.
- Good communication skills. Must be able to deal with various personalities in a professional manner.

