



7077 S. Simms St., Littleton, CO 80127

Office Manager Job Description

Overview: This is a part-time (20-hour per week) position responsible for the overall functioning of the church office. Strong communication, organizational, and computer skills required.

Job Responsibilities:

- Greet those who come into the office, answer their questions, give needed assistance, or refer them to the proper staff person/resource.
- Answer the telephone and give assistance or forward calls to the appropriate staff person.
- Maintain church records as assigned, including records required by the Book of Discipline. Also maintain the current membership roll and mailing list.
- Design/edit and print the Sunday bulletins, edit and distribute the weekly email newsletter, create slides for worship services, and produce any other brochures and flyers that are periodically requested by staff and committees.
- Organize and conduct church business using a computer system and email. Type letters, reports, records, etc., as needed, for staff and church leaders.
- Maintain and update database of mailing lists, membership status, birthdays, and committees.
- Organize and send mailings, as needed.
- Maintain church website.
- Keep a master calendar of all church activities and of all events taking place in church facilities.
- Input check/cash offering information into church database software and deposit offering each week; maintain confidential financial giving records.
- Manage Accounts Payable/Accounts Receivable: input billing info into QuickBooks and pay bills online/cut checks.
- Work with church bookkeeper to facilitate monthly financial reporting.
- Interface with vendors and maintain contracts (i.e.: IT company, copier, elevator company, etc.)
- Order and maintain an adequate inventory of office supplies. Maintain office equipment and arrange for repairs when necessary.
- Design and manipulate data in spreadsheets, as requested.
- Perform other tasks as assigned by the pastor or by the Staff Parish Relations Committee. Arrange for work to be done when away for vacation, training events, or leave of any kind.

REQUIRED COMPUTER SKILLS:

- Microsoft Word, Outlook, Excel, and PowerPoint, Canva, and QuickBooks
- Ability to learn church database software and online newsletter program

OTHER REQUIREMENTS:

This position requires interaction with people, confidentiality, a positive attitude, good communication skills, and the ability to handle frequent interruptions. This is a part-time, 20 hour per week position with no benefits. Hours are Monday-Friday, 9:00am-1:00pm. Salary range is \$22,000-\$25,000 per year depending on experience. This position will work under the supervision of the pastor.

Responsible to: Pastor and Staff-Parish Relations Committee