



## OFFICE MANAGER & FINANCIAL ADMINISTRATOR JOB DESCRIPTION

**Employee:**

**Hire Date:**

**Job Title:** Office Manager &  
Financial Administrator

**Supervisor:** Lead Pastor

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**Purpose:** Directly responsible for the financial administration and office management of MTVchurch as well as providing administrative support to the ministry staff

### **Experience and Knowledge Required:**

- A passion for detail, organization and seeing tasks completed with excellence
- Supervise multiple projects and teams effectively
- Excellent verbal and interpersonal skills to represent MTVchurch well
- Attention to detail and ability to follow through with tasks and projects
- Accounting and/or bookkeeping experience to grasp and handle complex budgetary issues
- High energy with enthusiasm for MTVchurch's vision of Creating Contagious Communities of Hope

### **Essential Functions and Responsibilities**

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate accounting principles
- Manage accounts payable and accounts receivable
- Manage payroll and corresponding remittance of taxes, report filings quarterly & annually and year end W2 filings
- Manage report filing of 1099's at year end for contract employees
- Manage benefits administration, including assisting Personnel Team in research and evaluation of benefit offerings

- Manage financial records for individual households
- Manage business and financial tasks related to internal and external ministry partnerships
- Supervise counting of tithes and offerings
- Oversee budget and implementation of budget so as to monitor progress and present financial metrics, both internally and externally
- Oversee long-term budgetary planning and costs management in alignment with the church's strategic plan
- Assess organizational performance against the annual budget and advise church leadership of ongoing performance, via monthly financial statements
- Be the first voice and face of church as related to business administration, vendor communication and weekday interaction between church members and the staff
- Answer phone, make transfers and receive messages as needed
- Receive guests for appointments with ministry staff
- Attend and participate in weekly ministry staff meetings, quarterly offsite staff development and annual staff retreat/conference as requested
- Participate in staff evaluations and weekly one-on-one meetings with lead pastor
- Maintain office supplies and refreshments
- Manage Human Resources for employees
- Manage rentals of Fellowship Center and Axis Building
- Maintain a supervisory role over select employees as requested by lead ministry staff
- Oversee Team Leader for tellers for Sunday tithing count and Wednesday meal

**Other Duties and Responsibilities:**

- Assist ministry staff in office and ministry tasks such as: print/copy, mailing/shipping, data entry
- Assist staff with collecting fees and costs for special events such as camps, retreats, etc.
- Manage existing assimilation procedures, including train/equip others

**Supervisory Responsibilities:**

- Manage and oversee responsibilities of Ministry Team Leaders and/or part-time staff under your span of care

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_