

POSITION DESCRIPTION

Title: Office Manager

Purpose:

The Office Manager provides “front line” day-to-day administrative oversight for the church office as well as appropriate and accurate accounting for the membership and giving records of the church.

Responsibilities:

- Oversee implementation and of church administrative procedures and policies
- Assist with creation, review, and distribution/mailing of publications including weekly bulletin announcements, print and email newsletters, staff meeting packet, etc.
- Assist with general management of the church business office including day-to-day operations, cross-training, and covering the responsibilities of the receptionist and other administrative assistants as needed.
- Maintain church membership records in both electronic and print format
- Maintain appropriate and accurate records for member giving, including:
 - individual confidential contribution records
 - estimate of giving (pledge) entry for both general and capital funds
 - donation to special funds/special offerings including flower fund, mission market, etc.
 - activity fees such as VBS, women’s events, golf tournament, etc.
- Receive, record, and acknowledge memorial gifts to the church
- Prepare and mail giving statements to contributors
- Record and report donations to the SMCC Foundation
- Oversee inventories of office and facility supplies, and all purchasing
- Provide limited administrative assistance to committees, teams, and ministry groups.
- Provide administrative support to Business Manager
- Other duties as assigned

Personal Qualifications/Requirements:

- Good interpersonal and customer-service skills, excellent communication and organization, attention to detail, self-motivation, an empathetic “team player”; takes re-direction well
- Commitment to San Marino Community’s vision and ministry, with ability to interpret to others
- Professional dress is expected

Relationships:

The Office Manager reports to and is supervised by the Business Manager and works directly with the Head of Staff, other clergy, program, administrative, and facility staff, church leaders and members.

Employee Category: Non-Exempt, Full Time