

OFFICE MANAGER/BOOKKEEPER

Crossroads United Methodist Church

Position Function

The purpose of this position is to serve as administrative assistant to the Pastor, function as the bookkeeper for the church, and help facilitate on-going ministries of the church.

Office Administration

- Create, copy, and assemble the Sunday Worship bulletin and announcements.
- Create, mail, and email material to be distributed to the congregation, with volunteer assistance as appropriate.
- Maintain church calendar and coordinate building use. Post and distribute calendar regularly, including to the Administrative Board before their regularly scheduled meetings.
- Answer telephone and relay messages, and sort and route incoming mail and email in a timely fashion.
- Order office supplies and maintain adequate stock of paper, ink, envelopes, stamps, etc.
- Recruit and coordinate office volunteers as needed.
- Maintain a clean, orderly, and organized office space.
- Bring to the attention of the pastor new prayer requests and/or members in need of special care or attention.
- Other duties as requested by the pastor or church officers (such requests should fall within the broad outlines of this position description).
- Be a welcoming presence for all who are involved in church and building use.

Bookkeeping/Payroll

- Manages day to day transactions and pays bills using accounting software.
- Reconciles bank and credit card accounts monthly.
- Provides monthly financial reports for use of Finance Team and Board
- Manage direct deposit bi-monthly payroll, taxes, and W-2s for staff of three.

Record Keeping

- Gather, coordinate and complete documents for charge conference and year-end reports.
- Create back-up files for office and finance computer.
- Maintain filing and storage systems for office.
- Keep secretary manual up to date.
- Maintain various directories and listings, such as church and choir directories, church officers, newsletter mailing addresses, congregational mailing and email lists, and weekly building use. (In coordination with appropriate church members/leaders).

Facility Management

- Manage building use agreements in coordination with the pastor and Trustee Chair, to include documenting contact information for all those requesting building space, noting special requests on building use agreement and communicating them to appropriate persons, and communicating schedule changes to all impacted parties.
- Program heating and air conditioning for all scheduled building use.
- Post room schedule weekly in hallways, office, and google calendar.

Time Commitment

- Weekly work will be performed in approximately 24 hours per week.
- Specific daily work hours and days of week may be negotiated at time of hire but will remain consistent once set.

Required Skills

- Excellent communication, customer service, and organizational skills.
- Ability to work with a diverse group of people and handle interruptions to workflow without losing focus.
- Proficiency with a personal computer: Microsoft Office products, and database programs.
- Demonstrated training and effectiveness in bookkeeping and financial management and appropriate software.
- Ability to maintain confidentiality.
- Ability to keep detailed, accurate records.
- An understanding of the Hilltop Community – including resources, local school, and other general knowledge of the West Side ... or willingness to learn and develop such understanding.

Vacation / Personal Time

- After first year: one week (paid)
- Third year and beyond: two weeks (paid)
- If the following holidays occur on a regularly scheduled workday, they are additional paid holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's Day.
- The Office Manager/Bookkeeper will seek to avoid time off during the week leading up to Christmas and during Holy Week.
- Employee may take four paid sick/personal days in addition to vacation time per year. Any such days needed beyond four will be unpaid. (Such days may be made up by rearranging the schedule at the discretion of the pastor). Extended illnesses of more than three days require an explanation from a medical provider.

Upon being offered the position, the employee must successfully pass a complete background check and drug test before hiring is finalized. As of June 2021, all Crossroads paid employees are required to be vaccinated against COVID-19.

This position is supervised by the Pastor in conjunction with the Chairpersons of the Staff Parish and Finance Teams.