

Bethany UMC Office Manager and Treasurer Job Position

Position: Office Manager and Church Treasurer

Purpose: The primary function of this position is to provide a welcoming, confidential, and positive environment for all visitors of the church during office hours. The position provides essential clerical and administrative support for the effective ministry and programs of Bethany United Methodist Church. This position performs the accounting actions and fiscal reporting functions of the church necessary for sound financial management and accountability.

Specific Office Manager Responsibilities:

1. Performs skilled secretarial work for the Pastor.
2. Supervises other people using the office.
3. Coordinates internal administrative functions and makes appointments for the Pastor as required.
4. Schedules reservations for church use.
5. Establishes and maintains the master calendar for the church.
6. Composes correspondence efficiently and respectfully.
7. Maintains confidentiality of relationships and records.
8. Maintains the current church directory.
9. Prepares special services bulletins, charge conference packet, and other publications as needed.
10. Coordinates, prepares, and publishes the weekly church announcements (The Happenings) and the monthly church newsletter (The Echo).
11. Orders supplies as needed.
12. Serves as Secretary of the Church Council that meets on a bi-monthly basis.
13. Performs other normal office procedures as required.
14. Attends staff meetings scheduled by the Pastor and/or the Staff/Parish Relations Committee.

Specific Treasurer Responsibilities:

1. Maintains all accounting records of the church.
2. Disburses monies contributed to the church as directed and pays all obligations on a timely basis within cash flow constraints.
3. Keeps an accurate record of disbursements with supporting documentation and approvals.
4. Works closely with the Financial Secretary to ensure all contributions and receipts are properly deposited and recorded.
5. Provides monthly financial and budgetary reports as requested by the Church Council.
6. Prepares payroll checks and withholdings for taxes and other pay-related actions.
7. Creates and maintains accurate payroll records for all church employees.
8. Serves as a member of the Finance Committee and non-voting member of Church Council. Attends meetings of both groups.
9. Assists the Finance Committee with the development of the annual church budget.
10. Conducts the church's banking business, including reconciliation of monthly bank statements and resolves any issues that may arise.
11. Uses the church's financial software system in the performance of record keeping duties.

12. Works with an external auditor to accomplish the annual audit and provide financial records as requested by the auditor or the Audit Committee.
13. Creates and/or maintains current written procedures for the performance of the functions set forth above including, without limitation, all payroll functions.
14. Performs other duties as assigned by the Pastor or Staff-Pastor/Parish Relations Committee.

Skills Required:

1. Knowledge of:
 - a. Modern office procedures.
 - b. Business English, including vocabulary, correct grammatical usage, and punctuation.
 - c. Modern filing methods.
 - d. Operation of standard office equipment, including computer and copier/scanner machine.
 - e. Financial records software system.
2. Ability to:
 - a. Meet the public in a professional and courteous manner, answer questions in person or by telephone, and route calls effectively.
 - b. Establish and maintain cooperative and effective working relationships.
 - c. Type with accuracy and speed.
 - d. Understand and carry out oral and written directions.
 - e. Formulate written communications with accuracy of facts and meaning.
 - f. Handle urgent and emergency situations as they arise.
 - g. Compile and maintain accurate and complete records and reports.
 - h. Be flexible and able to organize and complete assigned duties with minimal supervision.

Accountability:

1. Administratively responsible to the Pastor and to the Staff/Parish Relations Committee.
2. Works primarily for the Pastor and other staff members as needed.

Work Expectations:

The office manager will work three days a week in the church office for six hours a day, preferably Monday, Wednesday, and Thursday from 9am-3pm.

Salary and Benefits:

1. \$18 an hour for 18 hours per week.
2. Being this is a part time position, there are no benefits available.
3. Time off can be given and arranged with the Pastor and/or the Staff/Parish Relations Committee.

Please send your resume to Randy Roller (rroller74@gmail.com) and Rev. Blaine Oliver-Thomas (blaineoliver-thomas@vaumc.org).