

Office Manager Job Description

WORK PERIOD: Eighteen hours per week (on average), year round; regular office hours (T-F, 10:00-12:00 and 12:30-2:30); plus meetings of Finance Committee, Church Council, and Church Conference.

PAID VACATION/PERSONAL DAYS: Eighteen hours allowed after one year of employment.

COMPENSATION: Hourly compensation, paid bi-monthly.

SOCIAL SECURITY: Yes

WORKER'S COMPENSATION: Yes

UNEMPLOYMENT COMPENSATION: No

This OFFICE MANAGER position includes two functions: Administrative Assistant & Treasurer

ADMINISTRATIVE ASSISTANT QUALIFICATIONS

1. Computer Skills: High level skills in Microsoft Office required. Ability to use e-mail, internet, and social media. Must be able to use Power Church Plus for membership records. Must be willing and able to learn additional computer skills, as needed.
2. General Office Skills: Ability to use duplex copier, multi-line phone, fax machine, and exhibit proficiency in grammar, spelling, and filing. Ability to organize office and communicate well. Pleasant telephone voice and solid interpersonal skills. Good memory for names and faces preferable. Able to keep confidences, be honest, and make decisions about running the office smoothly. Must have neat, legible handwriting for record keeping and message writing.
3. Christian Spirit: Must be familiar with Christian beliefs and the structure of churches. Must have a Christian faith and practice that assists FUMC in our vision of meeting spiritual needs by developing relationships with Christ, community, and the world.

ADMINISTRATIVE ASSISTANT SPECIFIC DUTIES/RESPONSIBILITIES

1. Reports to the Staff Parish Relations Committee and works under the direct supervision of the Pastor.
2. Responsible for the administrative work of church office.
3. Serves as receptionist and public relations person with individuals and groups who visit church premises or contact church office by telephone, email, or social media.
4. Prepares weekly bulletins.
5. Composes, edits, and prepares the monthly church newsletter for mailing.
6. Retrieves and sends daily mail and monthly newsletter, if not done by a volunteer.
7. Updates the church website at least weekly.
8. Assists Pastor in updating church's social media, as needed.
9. Sends out email prayer requests as needed.
10. Sends out weekly email updates.
11. Creates sign-up sheets for church activities.
12. Prepares and prints weekly visitor report and mails visitor letters.
13. Maintains membership records, class attendance records, and prepares end of year reports.
14. Maintains calendar for church and coordinates calendar with Pastor.
15. Maintains office files in logical order and backs up computer files at least monthly, making a complete backup annually.
16. Coordinates building use requests, in conjunction with Pastor and Board of Trustees.

17. Helps maintain building security and cleanliness, as needed.
18. Assists in the coordination of volunteers and substitute staff, as needed.
19. Orders office and custodial supplies as needed, keeping within the budget.
20. Places various other supply orders as requested by approved personnel.
21. Prepares tags for Christmas tree before December and July (for office, custodial, & kitchen supplies)
22. Assists in own annual performance review.
23. Additional duties, as assigned.

TREASURER QUALIFICATIONS

1. Accounting Skills: Must understand financial reports and mathematical and accounting principles. Must be able to think logically and orderly about the flow of money and the necessary accounting of it. Must be able to provide a competent and trustworthy documentation of financial records to the leaders and members of FUMC.
2. Computer Skills: Must be able to learn and use Power Church Plus for accounting. Must be able to use Excel spreadsheets. Must be competent with e-mail and internet. Must be willing and able to learn additional computer skills, as needed.
3. General Office Skills: Must be able to use duplex copier, multi-line phone, fax machine, and exhibit proficiency in grammar, spelling, and filing. Must be able to organize office, computer files, and communicate well. Must be able to keep confidences, be honest, and make decisions about running the office smoothly. Must have neat, legible handwriting for record keeping.
4. Christian Spirit: Must be familiar with Christian beliefs and the structure of churches. Must have a Christian faith and practice that assists FUMC in our vision of meeting spiritual needs by developing relationships with Christ, community, and the world.

TREASURER SPECIFIC DUTIES/RESPONSIBILITIES

1. Reports to the Staff Parish Relations Committee and works under the direct supervision of the Pastor.
2. Manages and disburses church funds in a timely manner.
 - Pays bills, payroll, and distributes designated funds.
 - Pays bills according to vouchers or other authorized procedures.
 - Makes payroll withholdings.
 - Reconciles all church accounts.
 - Keeps work passwords confidential (in cooperation with Pastor).
3. Prepares reports for the local church as needed.
 - Prepares accurate and detailed reports to Finance Committee for scheduled meetings.
 - Prepares reports as needed by other committees and church leaders.
 - Prepares documents for annual audit.
 - Prepares any documents needed for church loans or investments.
 - Attends Finance Committee, Church Council, and Church Conference meetings.
 - Keeps one set of all documents in the church office for a prescribed amount of time.
4. Submits and files denominational and governmental reports as required.
 - See attached page for detailed listing.
 - Complies with federal, state, and local tax laws as they apply to employers and churches.
5. Stays current with accounting skills through professional development opportunities.
6. Trains a volunteer assistant to cover times of emergency or extended absence.
7. Assists in own annual performance review.
8. Additional duties, as assigned.

The Treasurer submits and files denominational and governmental reports as required.

FICA & Federal Taxes

EFTPS Report and Remittance (FICA & Fed Taxes)	Monthly online
IRS 941 Report	Quarterly paper report
Employee W-4 Updates	Yearly
Prepare W-2 & W-3 Forms	January

Utah State Taxes

Quarterly Report & Remittance TC-941	Quarterly
Annual Withholding Reconciliation (plus W-2s)	January
Utah State Business License Renewal	June

Utah State Sales Tax Refund

Summary & Refund Request Submittal on Form TC62N	End of year
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Worker's Compensation

Final Payroll Report	October
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Utah Dept of Work Force Services

Non-Insured Employment & Wage Report	Quarterly
Updated Employment Posters (Federal & State)	Yearly

Rocky Mountain Conference

Conference Health/Pension Invoice & Remittance	Monthly online
Conference Building Insurance & Remittance	Monthly online
Conference Tithe Report & Remittance	Monthly online
Conference Local Church Benevolence Report	Monthly email
GCFE Annual Statistical Table	January
Conference Fund Balance & Audit Report	Annually (February)

Finance Committee Reports

	Monthly (1 st Tuesday)
Balance Sheet for previous month	
Operating Income & Expenses for previous month & YTD compared to annual budget	
Total Church Income & Expenses for previous month & YTD	
Current Temporarily and Permanently Restricted Funds	
Conference Tithe Calculation and Report	
Any special reports, suggestions, or comments needed	
Preparation of Budget (requests from committees)	Yearly (in the fall)
Church Conference Reports as needed	Yearly (in the fall)
Prepare all files needed for Annual Audit	Yearly (late winter or early spring)