

Bethel Baptist Church

JOB DESCRIPTIONS

Job Title: Office Manager

Salary Range: \$17 + an hour

FLSA: Non-Exempt

Date Job Description Created/updated: January 2024

Reports to: Senior Pastor

Subordinate Staff: None

Set Hours of Operation: Monday, Tuesday, and Thursday, 8:00 a.m. till 5:00 p.m.
Wednesday 8:00 a.m. – 7:00 p.m. and/or Sunday 8:00 a.m. – 2:00 p.m.

Job Summary: In this crucial role, the Office Manager is responsible for facilitating the day-to-day operations of the pastor and staff, managing the use of the church building, providing front-line hospitality, managing church communication, and overseeing all bookkeeping.

Essential Functions: The following list was developed through a job analysis; however, it should not be interpreted as all-inclusive or exhaustive. Other duties may be required and assigned which are not specifically included. A person with a disability which is covered by ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

Essential Function: Financial

- Assist in financial record-keeping, including managing donations, expenses, and budget tracking.
 - Work with the bookkeeper to ensure that appropriate financial reports are completed and bills are paid correctly.
 - Maintain records of church members, pledges, and donations.
 - Record cash receipts and make bank deposits.
 - Conduct a monthly reconciliation of every bank account.
- Work closely with the finance team to ensure accurate financial reporting and adherence to church policies, including generating necessary monthly reports.
- Develop and implement procedures for all purchasing and reimbursement.
 - Manage accounts payable and accounts receivable.
- Coordinate and work with appropriate staff in developing the operating budget and provide at least monthly communication regarding the status of their respective budget.

Essential Function: Human Resources

- Be responsible for making sure all employees receive yearly evaluations.
- Serve as the Human Resource Director for all employees of Bethel.
 - Maintaining the payroll for church employees and all related payroll functions.
 - Conducting new hire/employee orientations.
 - Maintaining personnel records on staff and employees to include completion of required federal, state, and local forms.

- Maintain all personnel files for all Church employees regarding salary, time sheets, vacation time, and sick days.
- Maintain and update the employee handbook outlining all appropriate policies and procedures.
- Provides logistical support for the implementation of personnel policies.

Essential Function: Administration

- General administrative support to church staff and volunteers.
- Oversight and equipping office Staff and volunteers, including receptionist and office volunteers.
- Maintain inventory of office supplies and purchasing for various ministries areas.
- Provide administrative support to the pastoral team, assisting with scheduling, communicating, and coordinating pastoral care activities.
- Coordinate and communicate scheduling of activities and the related use of facilities as needed to minimize conflicts with other groups or events.
 - Includes the monitoring of payments received, updating contracts, scheduling access, and instructions regarding building upkeep.

Knowledge Skills and Abilities

- Believer in the Lord Jesus Christ and a regular attendee of a local Christian church.
- Adhere to the doctrines of the SBC in the capacity of a staff member.
- Computer Skills: Microsoft Word, Excel, Mailchimp, G-Suite including Gmail and Google Drive, Facebook, Instagram, Slack, Adobe Photoshop, or similar program.
- Experience with Planning Center is a plus.
- Strong interpersonal communication skills
- Strong organizational skills
- Reliable and respectful
- Strong collaborator with members of the congregation and staff.
- Coordinate projects and follow up with multiple members of leadership and servants.
- Maintain confidentiality of information.

Minimum Qualifications:

- Must be able to work scheduled hours.
- High School diploma or equivalent.

Mission Statement: We seek to bring the whole Gospel to the whole person to the whole world.

Core Values: Bethel believes in a team approach to ministry We fundamentally assert that everyone is made for community and that we are better together.

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| ● Gospel oriented | ● Relentless effort |
| ● A love for people | ● Think Intuitively |
| ● “We” above “me” mentality | ● Humbleness and humility |