



Job Title: Office Manager

Status: Full Time - 40 hours/week, Monday to Friday

Supervisor Title: Lead Pastor

Salary Range: \$52,000 to \$70,000, based on experience

Job Brief

Office Manager manages the daily business activities of the church, fostering communication and possessing a servant leadership attitude towards pastoral staff.

Office Manager duties and responsibilities

- Oversees financial activities and prepares financial reports/dashboards in coordination with the remote bookkeeper at Dime Accounting
- Oversees preparation and compliance of purchasing policies and procedures
- Creates systems for recording, monitoring, and promoting donations in coordination with Dime Accounting
- Leads servants on the Finance Ministry Team
- Works with staff and elders to develop the annual budget
- Supervises work and completes reviews on assigned employees
- Develops and maintains operating policies and procedures in consultation with the Lead Pastor
- Oversees human resources and payroll in coordination with Dime Accounting, including compensation, benefits, monitoring employee performance goals, employee handbook administration, and employee relations
- Oversees the church calendar including scheduling, room set up and equipment use
- Manages the purchase of computers, telephone/communication systems, and office technical equipment
- Performs all other duties as assigned by the Lead Pastor

Qualifications

- Personal faith in Jesus Christ for eternal life and agreement to Grace Church's mission, vision, values, and Statement of Faith.
- Prefer three or more years of prior administration work – demonstrating financial analysis (reading and understanding financial reports and talking appropriate action), business acumen, and managing people/processes.
- Degree preferred, but not required.
- Proficient use of Excel spreadsheets, Quick Books, or similar software.
- Experience working with P&L's, expense reports, and other financial statements.
- Analytical and problem solving – including ability to follow-up and "chase down" items in a collaborative environment.
- Excellent communication skills including writing and presenting.
- Ability to interact and connect with people at all levels ("work the room").
- High level of honesty and integrity. Ability to persevere and maintain confidentiality.
- Must be teachable.

- Ability to pass criminal background check
- Be loyal and honest to the staff and attendees of Grace Church

Employee Signature

Date