

**Administrative Manager**– full-time, paid staff

Location: Central Staff

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**Principle Function and Primary Responsibilities**

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The Administrative Manager will serve as financial and administrative support for the church and Little Lambs Preschools in conjunction with the Executive Director of Operations. This position serves all Good Shepherd campuses.

**Annually:**

- Complete year-end reports for Missouri Annual Conference
- Disperse tax statements for preschool and church
- Prepare budget templates
- Manage budget for operations
- Provide support for annual generosity campaign; enter and confirm pledges and online giving

**Monthly:**

- Manage receivables and reconcile bank statements to preschool software
- Reconcile monthly credit card statements and Amazon invoices
- Prepare a monthly giving report and budget variance report for Executive Pastor and Finance team by the 25<sup>th</sup> of each month
- Reconcile all third-party sources of revenue (SmartCare, Stripe, Square & Subsplash)
- Serve as a liaison with Miller Management and assist with reconciliation of month-end questions

**Semi-monthly:**

- Track hours and process payroll for church and preschool staff semi-monthly and review reports for accuracy

**Weekly:**

- Process weekly deposits and complete contribution reconciliation
- Process weekly payables and work with vendors to ensure accuracy
- Maintain a weekly financial and attendance dashboard
- Oversee weekly counters at each campus ensuring they have tools and that they are following cash handling procedures
- Record weekly vital signs for Conference tracking
- Review and reconcile trial balance from Miller Management
- Provide report of new givers to Lead and Campus Pastor of that location
- Enter new guests into Planning Center and initiate workflow

**Daily:**

- Monitor front doors and assist visitors (N Oak)
- Recruit and oversee daily front desk volunteers using their giftings to provide support (N Oak)

#### Other administrative functions:

- Support Lead and Executive Pastor with administrative needs
- Hire, train, and schedule childcare workers for ministry events
- Serve as owner of the database; keeping it current, providing needed reports, etc.
- Responsible for ordering office and building supplies and keeping inventory of what campuses need
- Oversee church calendar and space requests to include the assignment of security codes (preschool families included) and the following of building procedures and reconcile building use revenue.
- Manage all charge conference, district, and Missouri Annual Conference reports
- Oversee the phone system
- Maintain personnel and accounts payable files
- Ensure that contribution statements are accurate and sent out quarterly
- Interact with church attendees, vendors, Miller management and staff to support their needs
- Track membership and baptism records; provide certificates

#### Qualifications

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- A follower of Christ and growing in his/her faith
- Highest level of proficiency with Microsoft products (Word, Outlook, Excel); experience with Planning Center is encouraged
- Understanding of generosity as a personal spiritual discipline and practice
- Ability to maintain confidence in all matters
- Highly organized, solutions oriented, conscientious to details, with highest self-initiative
- Able to uphold the staff guiding values: grit, integrity, altruism, and innovation

#### Hours and Lines of Communication

- Full-time, paid staff, 40 hours per week (M-F)
- Reports to Executive Director of Operations

**Please submit cover letter and resume to Diannah White, [dwhite@goodshepherdkc.com](mailto:dwhite@goodshepherdkc.com)**

**01/02/2024**