

Church Office Manager – Centreville United Methodist Church, Centreville, MD

Description

The primary duty of the Office Manager is to ensure a smooth administrative environment to support the clergy, staff, volunteers, and members of church in their ministry. The ideal candidate will perform not merely as an employee, but as someone engaged in the ministry of administration.

Skills:

- Evidence of Christian character and growth as a disciple of Jesus Christ.
- Professional communication skills, both verbal and written.
- Previous secretarial or administrative experience.
- Strong computer skills.
- Experience in Quickbooks and Microsoft Office.
- Experience in Database Administration.
- Strong organizational skills.
- Demonstrate ability to handle difficult situations, manage time, tasks and interruptions with grace.
- Ability to maintain strict confidentiality.

Responsibilities include:

- Various Administrative duties, including maintaining various church databases.
- Perform receptionist duties including answering phones and responding to voicemails, emails, etc.
- Accounting and Quickbooks work, pay vendors, handle checks, P.O.S, invoices, payments, verify expense reports, prepare checks, etc.
- Maintain church calendar, schedule of meetings and room assignments
- Manage office checking account and pay invoices.
- Communications including, prepare and generate various correspondences and documents, weekly, holiday and seasonal bulletins, funeral bulletins, announcements, and calendars.
- Assist the Financial Secretary and Treasurer in documentation of collections and expenses.
- Other administrative duties as assigned by the Pastor

Job Type: Full-time, 36 hours. Monday thru Thursday 9:00 am - 4:30 pm, Friday 9:00 am - 3:00 pm.

Benefits: Vacation, holidays, personal days and sick days are prorated according to length of employment. Health benefits are included for the employee only.

Salary: \$28,000.

Please submit a resume with references by 5:00 p.m. on Friday, July 5, 2019 via email at amyjreed@outlook.com.