

Waterbrook Bible Fellowship

Job Description: OFFICE MANAGER

Position: OFFICE MANAGER

Part time/Hourly

Position Summary:

The church office is the day-to-day hub of staff and congregational communication. The Office Manager prepares information, performs tasks, and directs communication as requested by the Lead Pastor for the benefit of Waterbrook Bible Fellowship. Working with the leadership team, the Office Manager's role falls into three primary task areas: Bookkeeping, Administration, and Communication.

I. Primary Responsibilities

1. Financial / Bookkeeping:
 - a. Processing reimbursements, bill payments, receipt tracking and purchase approval forms.
 - b. Accounting of offerings, handling deposits, bank reconciliations, and management of accounts.
 - c. Payroll and payroll tax processing.
 - d. Work with the Stewardship Team on the monthly close of books and preparation of account statements for leadership team.
 - e. Preparation of annual year-end giving reports, Form 1099/1096 reporting, W2s, and all other year end and tax paperwork.
 - f. Perform all duties as directed and in accordance with the WBF Financial Policy Manual.
2. Administrative:
 - a. Keep a master calendar of church activities.
 - b. Respond to, in cooperation with appropriate leadership team members, requests for event dates, needs, information requests, facility rental, janitorial arrangements, etc.
 - c. Track church information like attendance, offering numbers, visitor cards, etc.
 - d. Handle daily routine office tasks like mail, email, copier, etc.
 - e. Provide support for pastoral staff, leadership team, and congregational needs as directed by the Lead Pastor.
 - f. Management of church documents like: up-to-date directory, church policy manuals, meeting minutes, and other official documents.
 - g. Maintain appropriate office supplies available for use by staff.
 - h. Management of some church accounts, utility services and safe deposit box.
3. Communication:
 - a. Answer church phone and serve as receptionist for office visitors.
 - b. Handle correspondence via mail or email.
 - c. Management and publication of a weekly bulletin and monthly newsletter. This includes coordination with staff, leadership, and congregation to compile appropriate information; preparation of bulletin draft for review and approval by staff; completing the printing for all bulletin materials.
 - d. Pursue a working knowledge of all church ministries to allow effective communication regarding those ministries.

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II. Additional Responsibilities

1. Though paid hours are not provided for this position on Sunday morning, it is recognized that some key communication will occur with church members and other leaders before, during, and after Sunday morning services.

III. Knowledge & Skills Required

1. High School Degree or higher.
2. Working knowledge and experience with the following computer software preferred:
 - a. Word
 - b. Excel
 - c. Outlook
 - d. Publisher
 - e. Quickbooks
 - f. Adobe PDF
 - g. Adobe Photoshop and/or other graphic software
3. Financial accounting and bookkeeping experience.
4. Knowledge of music (basic level) helpful.
5. Mature judgment and ability to prioritize while juggling interruptions.
6. Ability to multi-task and manage time well.
7. Good verbal and written skills. Editing/proofreading ability a plus.
8. Due to the sensitive nature of some information that flows through the church office, must maintain loyalty to the church and leadership team; and keep appropriate items in confidence.

IV. Relationships

1. This position reports to and is accountable directly to the Lead Pastor.
2. The Office Manager must interact with the entire church staff on a day-to-day basis.
3. All staff members work under the leadership of the Elder Council.
4. Though not accountable to every individual in the congregation, this person must work regularly with the congregation and volunteer office labor.

V. Evaluation

1. The Office Manager is expected to grow spiritually and professionally while part of the WBF team. Evaluation will be conducted on an annual basis after an introductory evaluation at three months.

VI. Additional Considerations

1. The Office Manager must be willing to agree to the basic expectations of any WBF member. This includes:
 - a. Having faith in Christ as personal Savior.
 - b. Agreement to WBF doctrinal statement.
 - c. Supportive of the philosophy, direction, and vision of WBF.
 - d. Lifestyle and attire must be appropriate for a church staff member.