

## **Our Savior's Lutheran Church - Devils Lake, ND**

### **Office Manager Job Description**

The office manager is a ministry partner working with the pastor, church staff, council, and the congregation in support of Our Savior's Lutheran Church's (OSLC's) mission to connect people with God, people with people, and people with mission. The office manager provides professional leadership and management for the business operations of the church, with primary responsibilities in office administration and finance management. This is a 20 hour per week position. Regular office hours are 9 am to 1 pm, Monday - Friday; the office manager may be requested to attend occasional meetings and events during non-office hours. The office manager is supervised by the pastor and reports to the personnel committee.

### **QUALIFICATIONS**

**Personal qualifications:** The ideal office manager has good organizational and time management skills, meets the public in a good-natured manner, is able to work with a wide variety of personalities, can function independently with minimal supervision, and is open to learning and adapting as ministry needs change. The office manager must be able to maintain a very high degree of confidentiality.

**Technical qualifications:** The ideal office manager has good telephone, bookkeeping, and computer skills in word processing, spreadsheets, church software, and desktop publishing.

### **RESPONSIBILITIES**

**Office Administration:** The office manager provides administrative support to the pastor, staff, church council, and the congregation as a whole by

- answering the phone and greeting people at the office door, taking and relaying messages
- receiving and sorting mail, organizing reception area
- maintaining the church building, ministry activity, and staff calendars
- maintaining adequate office supplies (paper, postage, ink, etc.)
- maintaining worship supplies (wafers, wine, juice, candle oil, etc.)
- establishing and renewing contracts for copier, software programs, licenses, etc.
- printing weekly bulletins and monthly newsletter and mailing out the newsletter
- keeping church bulletin boards and signage current
- reporting music usage to appropriate license holders
- ensuring church compliance with legal responsibilities
- recruiting and directing office volunteers
- coordinating compilation of the annual report; printing and distributing the report

- maintaining church member records (both electronic and hard copy), completing membership transfer requests, updating addresses and contact information, recording new members, transfers, baptisms, weddings, confirmations, deaths, etc.
- maintaining personnel files for church staff
- completing other tasks as assigned

Financial Management: The office manager provides accurate financial and accounting management for the fiscal operations of the church by

- overseeing the receiving, recording, and depositing of all inflow
- maintaining accounting records
- paying bills weekly
- coding and approving all payments (checks, debit cards and automatic withdrawals) while providing appropriate safeguards, and closing out the accounting books at month-end and year-end
- processing payroll and payroll taxes, filing the required 941 State and Federal tax withholdings for OSLC on a monthly and quarterly basis through our
- completing quarterly tax reports
- issuing W-2's and 1099's annually, as well as prepare all year-end reports including the Synod report and the accounting portion of the annual congregational report.
- preparing financial report for council
- working with the stewardship team keeping track of all pledges
- providing support for the creation, monitoring, and reporting of the church budget
- producing annual financial statements for members
- completing other tasks as assigned