

Position Description

St. Joseph the Worker Parish (SJW) Chatham, IL

Title: Office Manager

Supervisor: Pastor

FLSA Status: Nonexempt

General Statement of Duties

-- The Office Manager is a key person in the organizational functions of St. Joseph the Worker (SJW) congregation. This person provides oversight to the physical operations of the church campus and office and plays an important role in communication and coordination of church activities and in supporting and supervising paid and volunteer office staff.

Essential Duties and Responsibilities

1. Facilitate communication and planning by participating in the weekly parish staff meeting and attending the monthly Parish Council and any other church meeting coordinated by the Pastor.
2. Plan and schedule office staff work assignments.
3. Supervise and support the Parish Secretary and any temporary or part-time office help and volunteers who help with office tasks.
4. Support the Pastor, staff and membership of SJW.
5. Coordinate and communicate information and activities among staff, committees, council members and any other groups within the organizational structure of SJW.
6. Responsible for the day to day physical operations of the church office includes: inventory control of office supplies, allocation of the Church and Office Budget, and assurance of a pleasant atmosphere for visitors, members and staff.
7. Coordinate written information for publication in the Sunday or special bulletins, Annual Report and special publications and assignment of composition and word processing.
8. Ensure master calendar for all church activities is updated and maintained to include web-based monthly calendar.
9. Ensure accurate church records of membership roles, pastoral correspondence, financial reports, and minutes of the Parish Council and committees are generated and maintained.
10. Administer a semi-monthly payroll and record and file such information with the IRS quarterly.
11. Maintain records for all personnel of SJW.
12. Maintain employee benefit packages i.e., deductions, payments, interaction with representatives for medical, dental, worker's compensation, tax deferred plans, etc.
13. Maintain the parish accounting by recording receipts, paying Pastor approved bills weekly/monthly, recording expenses to appropriate funds and preparing monthly financial reports for the Finance Committee.
14. Maintain the management and maintenance of all computer, office equipment, phones and machines.
15. Plan and oversee office layout/arrangement and purchase of office furniture and equipment.
16. Enter weekly contributions to the church and work with the designated parish banking institution to correct discrepancies in banking documents

17. Remain informed and updated on present and future methods and technology for maintaining an efficient office, to have knowledge of the church's organizational function at parish and diocesan level and to have an understanding of the church's mission, vision and goals.
18. Maintain ACH transactions and submit the batches for processing the semi-monthly giving, Parish special collections and Diocesan special collections to be collected. Enter the batches in to the giving module so the amount reflects on the parishioners giving statements.
19. Record any checks weekly that arrive at the church office for deposit to the Main checking account, Mass Stipend account, Youth account and the preschool account at the designated parish banking institution.
20. Ensure all background checks for volunteers are up to date with the Diocesan Protecting God's Children database. Send letters / renewal forms to those that require update and remove people that no longer want to volunteer.
21. Maintain updates on present and future methods and technology for maintaining an efficient office, to have knowledge of the church's organizational function at parish and diocesan level and to have an understanding of the church's mission, vision and goals.
22. Receive monies and issue receipts to outside groups utilizing the facility.
23. Participate in office staff meetings as needed.
24. Serve as backup to the receptionist on bulletins, constant contact communications, ongoing registrations for events.
25. Be familiar with and function within the guidelines of the Staff Handbook and policies of SJW.

DUTIES PERFORMED BY BUSINESS MANAGER

Word Processing /Typing

1. Correspondence from church office and/or pastor.
2. Ensure Sunday Bulletin, Special Bulletins, Monthly Newsletters and Annual Report schedules are met.

Church Records Maintenance

1. Maintain files on important church documents, Council Minutes, Financial reports, Annual Reports, etc.
2. Ensure the Master Calendar is updated and published.

Financial Records and Reports

1. Record receipts weekly. Maintain Mass Stipend Account separate from general Parish accounts, deposit/record every two weeks.
2. Pay bills and record disbursements weekly.
3. Balance accounting with banks for Checking, Savings, Youth, and Mass stipend monthly.
4. Administer payroll semi-monthly.
 - a. Post and total each payroll period.
 - b. File Quarterly withholding Tax Form with the Federal Government.
 - c. Complete and distribute W-2 Tax Forms for employees at year end.
 - d. File Year End Tax Forms along with W-2 Tax Forms to Federal and State Government.

6. Prepare a monthly financial statement for Trustees and the Finance Council.
7. Process year end accounting, prepare accounting for an Budget Committee annually, and publish a summarized Financial Report of the Annual Report.

Budget Procedures

1. Provide Finance Committee members with a budget worksheet including previous year figures, no later than April 30th of current fiscal year.
2. Consolidate figures for a final budget and input proposed new fiscal year budget in Quickbooks accounting software.

Office Equipment and Supplies

1. Oversee daily and weekly maintenance of office machines or as required.
2. Assure follow through on maintenance agreements or contracts.
3. Inventory and delegate the order of office materials.

Personnel Records

1. Oversee records of employees' sick days, overtime, vacation days in accordance with parish policies.
2. Maintain files for individual employee to include information relating to that employee from the first day of employment.

Communication

1. Assure that oral communication (both in person and by phone) is relayed to appropriate staff.
2. Assure requested announcements and information to be communicated to church membership, committee members, volunteers, etc. is followed through.

Minimum Qualifications

--To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

--High School Diploma or GED; a record of successful employment in one or more key clerical positions where varied duties and responsibilities were performed. Other combinations of experience and education that meet the minimum requirements may be substituted. Working knowledge of office practices, procedures, and equipment; ability to produce documents using automated equipment and Microsoft Office software including Microsoft Outlook; ability to file documents.

Language Skills

--Communicate in the English language with individuals in a face-to-face, one-on-one sitting or by telephone.

Mathematical Skills

--Ability to perform basic math skills.

Reasoning Ability

- Understand and follow verbal and written instructions given in the English language.
- Successful competition in written and/or verbal interviews.

Physical Demands and Working Conditions

--The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--While performing the duties of this job, the employee is regularly required to communicate. The employee regularly is required to sit and use hands for finite movements such as typing and other office functions. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds. The noise environment is usually quiet.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature:

Date: