



JOB DESCRIPTION

ORGANIZATION:	Roswell Presbyterian Church , Roswell GA
JOB TITLE:	Office Manager & Financial Assistant, Part-Time 24 hours/week
REPORTS TO:	Director of Finance, Beth Lane
PURPOSE:	To assist the church in carrying out its mission by planning, directing, and guiding the work of the church office, and assisting all administrative support staff.
COMPENSATION:	Non-exempt/competitive hourly rate
CONTACT:	Carol Fowler, RPC Personnel Committee/Recruiting Volunteer 678-447-9634 / carol.fowlerga@gmail.com

Roswell Presbyterian Church (RPC) welcomes a large family of faith (2500 members) to live out the good news of Jesus Christ. With roots that go back to 1839, RPC belongs to the historic Reformed tradition of the Presbyterian Church (USA) that trusts in the grace and love of Jesus Christ for ourselves and for the whole world.

RPC has a staff of approximately 25 full and part-time employees and 5 ordained Pastors on staff. Our office environment is casual. This position requires in-office support via a Monday-Thursday 9 am-3 pm or similar schedule for approximately 24 hours per week.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Provide day-to-day management of the Church Business Office:**
 - a) Assist the Director of Finance in developing and maintaining complete, orderly, and up-to-date policies and procedures in all areas of church life, business, facilities, and ministry.
 - b) Prepare monthly cost allocations for postage use, equipment use, and maintenance allocations to the councils/ministries.
 - c) Ensure maintenance of membership records, visitor records, contribution records, and reports, including reports as requested through the ACS database. Serve as backup for and work collaboratively with the Congregational Care and Membership Administrative Assistant.
 - d) Assist with new hire paperwork. Perform orientation for new employees as it relates to policies and procedures.
- 2. Ensure appropriate and accurate accounting of member contributions and other revenues:**
 - a) Coordinate volunteers who record weekly contributions. Prepare weekly remote deposit.



- b) Post and verify weekly contributions to the church. Review/update member contribution records as needed for corrections or clarification with members.
- c) Prepare and distribute quarterly and year-end contribution statements.
- d) Reconcile online giving and event fees (credit cards).

3. Provide administrative assistance for Session, Personnel Committee, Building and Property and Financial Resources Ministries:

- a) Prepare correspondence for the above ministries as needed.
- b) Prepare/update materials

4. Coordinate facilities usage for outside groups

- a) Communicate with outside groups to ensure they are operating within RPC's policies and procedures.
- b) Communicate with RPC staff to schedule appropriate needs, etc.
- c) Coordinate completion of Agreement For Use of Property

5. Perform other duties as requested:

- a) Cooperate with the Director of Finance and program staff members by performing other duties when asked.
- b) Attend staff meetings for informational purposes as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The Office Manager should have the following qualifications:

- Organizational skills and the ability to handle several tasks simultaneously.
- Interpersonal skills, which will enable him/her to be sensitive to and cognizant of staff and church member needs and concerns.
- The ability to handle sensitive personal and financial information in a highly confidential manner.
- Willingness to help/cooperate with other staff members to affect the efficient operation of the church office.
- Understanding of foundational bookkeeping and accounting principles and attention to detail. Proficiency in using Microsoft Office (Primarily Excel or Word) and Windows. Experience with ACS or other church management/database software is desirable.
- Experience working with a database environment – how a database works.
- Excellent telephone, grammatical, writing, and spelling skills.
- Typing and filing proficiency with attention to detail.
- Competency in the use of office equipment such as copier, fax, and postage meter.
- Two years of college and/or a minimum of five years' work experience in similar office duties.