

POSITION DESCRIPTION: OFFICE MANAGER

The Charlotte Church & Appalachian Christian Church

LOCATION: Charlotte, NC

FLSA STATUS: Exempt

KEY OBJECTIVE: Responsible for office or other work directly related to the management policies or general business operations of the Charlotte Church.

MAJOR DUTIES & RESPONSILITIES:

This Position Description neither states nor implies the duties delineated here comprise the sole duties and responsibilities assigned to or expected from this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

GENERAL OFFICE DUTIES

- Respond to general inquiries by phone and/or email
- Maintain all office files
- Maintain office supply inventories
- Backup Facility Manager in facility access
- Provide support to Administrator in ad-hoc requests
- Coordinate with ministry staff on budgeting and planning special meetings and events
- Some website maintenance

ACCOUNTS PAYABLE

- Review invoices and obtain approvals, including benevolence requests
- Initiate payments and ensure completed paperwork
- Communicate effectively with current and prospective vendors, as needed
- Maintain fixed asset list

DEPOSITS/MEMBERSHIP

- Enter detail contributions in database
- Provide support to count team, as needed
- Generate and distribute annual contribution statements
- Generate and distribute other contribution receipts, as needed
- Maintain membership database

PAYROLL/BENEFITS

- Maintain personnel files
- Submit payroll and benefit changes to vendors
- Assist Administrator in annual benefits renewal

LEGAL/COMPLIANCE

- Perform criminal background and credit checks
- Review and ensure all compliance forms are completed, filed, and recorded in database
- Prepare files and reports for required financial and insurance audits
- Board of Directors related activities

WORKING HOURS:

Working hours may vary week-to-week, based on scheduling of events. Some weekend and evening hours will be required.

REPORTING RELATIONSHIPS:

This position reports directly to the Charlotte Church Administrator.

REQUIRED QUALIFICATIONS:

- Must pass federal, state, and local criminal background checks along with credit check.
- Must be able to maintain strict confidentiality of sensitive/nonpublic church information and sign a confidentiality agreement.
- Proficient in Microsoft Office applications, especially Outlook, Word, and Excel. PowerPoint and Publisher experience is a plus.

DESIRED SKILLS AND QUALIFICATIONS:

- 3-5 years' experience in related position(s)
- Good communication skills, both verbal and written
- Good organizational and filing skills
- Ability to work independently to complete required tasks and other assignments given, while maintaining lines of communication with administrative and ministry staff
- Ability to manage work projects to completion, keeping quality of work and cost in mind