

Office Manager - St Andrews Episcopal Church, Burt New York

(16-20 hours a week depending on ability and desire to do bookkeeping in Quickbooks)

Some flexibility, mostly day schedule, but includes one Tuesday early evening each month and occasional other evenings

Pay Rate- \$15 to \$17 an hour depending on experience

The Office Manager should be a person who is willing to take initiative and work independently while working in partnership with the Rector. The most important traits are strong communications skills and a welcoming manner. Confidentiality in all aspects of the job is required. Other skills include expertise in all Microsoft office programs (Word, Excel, PowerPoint, Outlook etc), Google calendar. Other electronic communications expertise, such as Facebook, is desired. Quickbooks proficiency would ensure additional hours.

Duties by category include but are not limited to

- **Communications:** The Office Manager will represent the church through communications with members, community, diocese and users of the building. He/she will attend meetings of and support the work of the Communications Committee, doing mailings for meetings and special events, producing the parish directory, and helping with copy flow and production of newsletter and collateral pieces. He/she will also produce the worship bulletin and maintain the parish calendar.
- **Office Management:** He/she will order supplies, maintain and monitor all office equipment and functional files recruiting volunteers to help with office tasks as needed. He/she will prepare the church for services, including charging and installing batteries in microphones and hearing devices. He/she will assist the rector with clerical tasks and attend a monthly meeting of staff members and key volunteers
- **Database Management:** She/he will maintain parish databases and vendor file
- **Financial Management:** She/he will verify accuracy of deliveries; establish vendor accounts and provide tax exempt certification. She/he will review invoices and reimbursement requests for payment and maintain accuracy of and distribute pledge statements quarterly. She/he will serve as liaison with church's accounting firm such as working with them to prepare payroll checks, W-2 forms, and handling payments to pension funds, governments, 403b, etc;. She/he will also attend finance committee meetings. If she/he has Quickbooks expertise, duties would also include balancing bank accounts and posting monthly interest and preparing monthly treasurer's report and budget, as recommended by the finance committee and approved by the vestry.