

Job Description
Office Manager
Proposed May 6, 2024

Reports to: Pastor
Directly Supervises: Office volunteers
Status: Part-time employee with paid time off (PTO) benefit
FLSA: Non-exempt

Job Summary

The Office Manager will manage bookkeeping and office duties for St. Stephen Lutheran Church.

Essential Functions:

- Coordinate and process all accounts payable and receivable General Ledger activity and reporting, including interfacing with payroll provider.
- Manage congregation membership records and communicate to appropriate people and teams.
- Equip Communications Manager with announcements and other source material for digital and print publications. Assist with proofreading and printing/ mailing of publications.
- Train all office volunteers.
- Manage daily administrative office related functions and vendor relationships.
- Manage routine building maintenance and coordination of vendors and volunteers.
- Provide administrative support and resources to ministry groups, committees, and other staff.
- Manage key inventory and assignments.

Other Responsibilities

- Collaborate with other St. Stephen staff, especially through weekly staff meetings.

Minimum Qualifications:

- Two year accounting degree or five years related experience.
- 2-3 years of administrative experience working in an office environment, preferably a church or nonprofit setting.
- Computer skills in Microsoft Office suite and database software.
- Ability to maintain confidentiality.

Physical Requirements:

- Ability to lift 20 lbs.

Core Competencies

- **Faithfulness:** Honors and demonstrates full support of the confessions, purpose, promises, and mission of the congregation, can demonstrate those values to others, and consistently behaves in a manner congruent with them.
- **Hospitality:** Generates a sense of hospitality and accessibility by their very presence; communicates a sense of vulnerability, warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation. Receives others as Christ.
- **Excellence:** Does excellent work. Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others. Strives for the highest levels of effectiveness in ministry and vocation.
- **Communication:** Practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability. Provides the information people need to know to reflect excellence. Doesn't contribute to surprises or triangles. Has hard and necessary conversations.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Self-Directed:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding, and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.