

## Job Description

<b>Position Title:</b> Office Manager	<b>Reports to:</b> Head of Staff
<b>Hours per week:</b> Full time	<b>Form of Employment:</b> Full time employee
	<b>Effective Date:</b> ASAP

**POSITION OVERVIEW:** The Office Manager of the Presbytery of St. Augustine (POSA) is a clerical support position (copying, scheduling, communicating, office management) for the staff, volunteers and churches of the Presbytery. This person is part of a committed team of professional staff and volunteers who seek to further the goals of the POSA and the Great Ends of the Church (as defined by the Presbyterian Church in the United States of America (PCUSA)). As a bookkeeper the position balances ledgers, reconciles accounts, and prepares reports. The position also follows bookkeeping procedures established by the organization. This person will be supervised by the Head of Staff and will have a working relationship to the Treasurer, the Stated Clerk, the Finance Chair and the Administration Chair of the POSA.

### PRINCIPAL RESPONSIBILITIES:

- Manage the daily operations of the POSA office
- Clerical work to support and leverage the time of other professional staff and volunteers, including phone coverage, online and in person meeting scheduling
- Assist the Stated Clerk to make and keep official rolls and records relating to the membership and actions of the presbytery, including minister membership records, church records, minutes, committee and commission records
- Oversee and maintain IT for staff, working in collaboration with IT service provider and Communications Coordinator
- Manage and oversee database in collaboration with the Stated Clerk and Communications Coordinator
- Identify and interact with vendors and service providers to secure, furnish, set-up, maintain and re-locate space as necessary. This includes furnishings, facility management (electronics), equipment, and supplies
- Maintain all official service agreements and documents related to office space, office equipment and/or office services
- Maintain employee records related to human resources, benefits and payroll
- Implement and evaluate systems for improvement as needed
- Create and maintain all office organizational systems
- Check book reconciliation
- Reconcile merchant services and credit card charges
- Make general ledger entries
- File all miscellaneous documents from bank and insurance companies and any other important documents
- Other duties as needed

### DUTIES AND ACTIVITIES:

This position maintains an organized and orderly office environment while maintaining records of financial transactions. This includes but is not limited to balancing ledgers, reconciling accounts, and preparing reports. The position also follows best practice, POSA policy, and bookkeeping procedures established by the Finance Team of the POSA.

**SUPERVISION:** The Office Manager is responsible to the Head of Staff with a working relationship to the Treasurer, the Stated Clerk, the Finance Chair and the Administration Chair of the POSA.

**SUBORDINATE RESPONSIBILITIES:** Not Applicable

**QUALIFICATION & SKILLS** - Candidates must be/have:

- Working knowledge of the Presbyterian Church, USA preferred
- High school required; some college coursework in accounting, bookkeeping, or business is preferred.
- Minimum of 2 years of experience in bookkeeping or accounting, preferably in accounts payable/ accounts receivable.
- Must be familiar with standard accounting and bookkeeping concepts, practices and procedures
- Team Orientation & Interpersonal – highly motivated, friendly, and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Creative Thinking – able to demonstrate conceptual creative thinking, taking an idea and visualize/describe the opportunity, then recognize the potential fit with culture and product lines.
- Adaptability to Change – able to be flexible and supportive, react swiftly to and able to positively and proactively assimilate change.
- Systems & Software – proficient knowledge of database management, Microsoft Office and Quickbooks, Sage accounting software, or ability to learn Sage