**Office Manager/Church Treasurer**

**Grand Ledge First United Methodist Church**

**411 Harrison St., Grand Ledge, MI 48837**

**https://grandledgefirstumc.org**

**Job Title: Office Manager/Church Treasurer**

**Reports To: Pastor**

**Position Status: Part Time, Hourly**

**Compensation: $17 an hour**

**Position Summary:** The church office is the hub of communication and requires efficient clerical office management and improvements in day-to-day operations and to provide financial services to church members and professional church staff.

**Job Responsibilities and Duties:**

Office Manager Weekly

* Prepare and print weekly bulletin for Sunday Services using Canva.
* Prepare Power Point Presentations/Worship Visuals.
* Enter worship attendance in membership software.
* Ensure sanctuary is tidy on Monday after weekend service.
* Notify Pastor and prayer chain leader of members who are hospitalized or injured/sick.
* Maintain Church Calendar.
* Upload bulletin to church website. Monthly upload newsletter to website and email newsletter to church.
* Coordinate with appropriate persons about church properties use (communicate in announcements, coordinate someone to open and close building).
* Update church website as needed, keep in touch with webmaster.
* Coordinate church ministry volunteer activities.
* Keep pews stocked with ample envelopes and Connect Cards.

Office Manager Monthly

* Compile and print monthly newsletter. Coordinate folding volunteers to assist with folding and mailing prior to month end.
* Maintain and update church management program, mailing lists, and other distribution lists within the Church Management Software.

Office Manager General

* Maintain Church records of membership, baptisms, weddings, etc.
* Maintain church calendar.
* Create flyers/illustrations for Facebook, announcements, and signage for church.
* Prepare mailings when necessary.
* Provide clerical assistance to church staff and ministries as needed.
* Assist Vacation Bible School chair(s) with preparation of materials for VBS.
* Order office supplies as needed.
* Coordinate the repair/maintenance of church office equipment.
* Coordinate/assist with special events.
* Preparation of annual congregational reports in conjunction with other staff members.
* Other reports as directed
* Record funds received during the week to be secured for deposit at the bank by the Financial Secretary.
* Coordinate Building Usage Contracts and Support for different usage events
* Coordinate with church volunteers to ensure funerals are facilitated.

Church Treasurer Duties

* Job Responsibilities and Duties:
* Process all bills and reimbursements, prepare paperwork bi-weekly for submission to Bookkeeper.
* Submit all Breeze reports provided by the Finance Secretary.
* Balance checking account and submit reconciliation to the Finance Team.
* Submit all reports from Bookkeeper to the Finance Team monthly.
* Work with Bookkeeper to ensure transactions are all reconciled for accounts.
* Prepare monthly reports of general fund and individual restricted fund balances for the church board and individual ministry teams.
* Collect hours for payroll and submit to Bookkeeper on a biweekly basis, in collaboration with other hourly staff and Pastor.
* Prepare a yearly budget draft for review and adoption by the church Ad Board in collaboration with committee chairs, maintain budget up to date if changes occur mid-year.
* Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
* Prepare year-end financial reports for year-end Conference Reports and mission giving.
* Perform other necessary and related work as may be assigned.
* Attend monthly Ad Board and Finance Team Meetings.

**Office Manager/Treasurer Job Skills and Requirements**

* Demonstrated proficiency in computer skills including Word and Excel, and adaptability to Church’s church management software.
* Attention to detail and follow-through on assignments on deadlines.
* Attention to detail and precision in account reconciliation and report generation.
* A minimum of an associate’s degree in accounting from an accredited educational institution.
* Practical experience in fund-based accounting and account reconciliation.
* Demonstrated proficiency in computer skills including Word and Excel.
* A demonstrated Christian faith commitment.
* A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
* A commitment to confidentiality regarding all records, both of the church and staff, and the members.
* Dependable attendance