

King of Kings Lutheran Church Office Manager Job Description

Job Summary: Under the supervision of the Church Administrator, the Office Manager will organize, perform and coordinate management of the church office. This includes providing servant leadership to staff and volunteers involved in ministry, as well as managing financial aspects of the business at King of Kings Lutheran Church. The Office Manager is the welcoming face of King of Kings and is expected to keep regular office hours. All work will be aligned with and in support of King of Kings' mission, vision, core values, confessions, strategic and annual programming, and ministries.

Duties and Responsibilities

Office Management/Administrative

- Manage overall church office operations during the work week including, but not limited to, greeting guests on-site, answering incoming phone calls and directing to appropriate church personnel, and receiving and distributing mail to church personnel.
- Inventory and monitor office supplies and timely alert the Church Administrator when items are needed
- Prepare and maintain monthly and annual statistical tracking of attendance, averages, and other statistics as needed
- Prepare correspondence (letters, transfers, membership needs, etc.) as needed
- Prepare materials and certificates for Baptism, New Member, Confirmation, Weddings, etc.
- Attend and serve as secretary for weekly staff meetings
- Attend annual church calendar planning meeting and Annual Meeting of the congregation

Financial Matters/Bookkeeping

- Work with Church Administrator to coordinate and manage regular and timely input of entries for payroll, payroll withholding, and accounts payable and receivable
- Work with Church Administrator to input and manage regular and timely entry of bills/invoices
- Work with Church Administrator, Treasurer, and Finance Committee to reconcile bank transactions on a weekly basis, and to generate detailed reports on a monthly basis and as requested by the staff
- Maintain current church membership records in church management software for bookkeeping purposes
- Work with Church Administrator, Treasurer, and Finance Committee to process and track contributions on a regular and timely basis

Communications/Worship

- Maintain church calendar and scheduling of church spaces by internal and external groups
- Prepare all Worship bulletins for regular and special services
- Prepare, edit and send electronic communications (e.g., E-newsletter, internal announcements, select website updates)
- Assist Ministry Team Leaders and volunteers to share information and announcements with congregation and beyond

Minimum Qualifications:

- 3-5 years' experience including office management strongly preferred
- Experience with and implementation of accounting principles and practices, with an associate's degree in bookkeeping, accounting or finance preferred
- Exhibit professionalism in daily interactions with a friendly and caring demeanor
- Demonstrate excellent written and oral communication skills
- Ability to maintain strict confidentiality
- Ability to work collaboratively with constituent groups, including staff, volunteers, church leaders, and congregants

Skills:

- Proficient with computer programs and Internet resources (e.g., Microsoft Word, Excel, PowerPoint, Publisher, church bookkeeping and database applications, bank website, etc.)
- Self-motivated, with a leadership background and ability to think strategically concerning best practices for day-to-day office operations
- Ability to take ownership of assigned tasks and a desire to grow in the position and take on additional responsibilities, as tasked
- Exhibit strong communication skills and attention to detail
- Exhibit strong organizational, planning and office support skills

Work Schedule:

A total of 30 hours/week, Monday – Friday from 9:00 AM to 3:30 PM

Accountability and Reporting:

The Office Manager is expected to be on-site during the regular work schedule hours, and reports to the Church Administrator.