



Office Manager

JOB DESCRIPTION

OBJECTIVES

- Help equip volunteers, ministry leads, and others for the work of the ministry
- Support Executive Pastor and Operations Director in management of DCC's finances
- Maintain current, accurate, church financial records
- Provide assistance to the pastoral staff in day-to-day tasks and operations
- Meet with volunteer leads as needed, and assess pain points, areas of growth and coach as needed

QUALIFICATIONS

- Agree with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the duties required of DCC members as outlined in the membership covenant.
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures.
- Knowledge of bookkeeping and GAAP (generally accepted accounting principles) is preferred.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Office Management

- Manage Downtown Cornerstone Church inbox (digital and physical) and field phone calls
- Serve as front desk support for meetings, packages, etc.
- Oversee daily office function, including caring for office spaces and cleaning
- Manage office supplies and run errands
- Identify areas for volunteer assistance, and delegate as needed
- Manage necessary online renewals and maintain relevant accounts
- Provide general staff support for smooth office functioning

Bookkeeping

- Invoicing and Payments: Manage incoming invoices/receipts, cut checks and make necessary payments
- Quickbooks Management: import transactions, clean entries, assign appropriate expenses
- Drive payroll process: ensure hourly time-sheets are updated, track vacation hours, prepare payroll and ensure approval by Executive Pastor
- Manage Giving: Input Sunday and midweek giving, manage online giving portal, prepare giving for bank deposit, update Master Spreadsheet with Sunday count and Giving data, go to Bank
- Monthly Reports: Reconcile all accounts and prepare monthly reports, including monthly Financial Snapshots
- Expense Reports: Drive expense report process for staff including send credit card summaries and review for final approval

- Record Keeping: Manage finance record keeping, including digital and file storage
- Taxes and Reporting: Pay taxes, manage quarterly reports
- Maintain Financial Processes: retirement contributions, church planting support, fixed assets, tracking, stock donations, update finance manual, etc.

Sunday Support

- Maintain inventory for various ministries
- Help prep Sunday Handout
- Serve as staff liaison between leadership and Ministry Leads

Executive and Pastoral Support

- Assist pastors in research, projects, and execution as needed
- Schedule meetings, including initial contact through confirmation
- Maintain “Downtown Cornerstone Church” calendar
- Additional Scope TBD

Project Manager

- Support team specific project management
- Special projects, as needed

KNOWLEDGE AND SKILLS:

- 2-3 years of administrative experience preferred
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows
- Proficient in Google apps, documents, spreadsheets, and software (mac based). Familiarity with Adobe software suite is a plus
- Basic Quickbooks knowledge and finances software is a plus
- Aesthetic eye for detail
- Self starter and team player. Ability to manage teams and volunteers

HOURS:

Full Time: Approximately 40-45 hours/week

Schedule: Typically Monday through Friday (not withstanding special events/trainings)

Vacation: 10 days floating vacation with one week additional vacation between Christmas and New Years + 5 personal days

Salary: TBD. Depends on skill and experience.