**First Congregational United Church of Christ**

*We are a welcoming and affirming congregation.*

**JOB DESCRIPTION**

**Position Title:** Office Manager (part-time position)

**Supervision:** Reports to the Ordained Minister. Works closely with the Church Council’s Executive Committee.

**Schedule:** 22 Hours weekly, year-round

8:30 am – 1:00 pm Monday through Thursday; 9:00 – 1:00 pm Friday

**Job Summary:** The Office Manager at First Congregational United Church of Christ is the welcoming face and voice of the congregation for members, guests, and the community at large. This person is responsible for providing a wide range of administrative, financial, and communications management support services to the congregation and is a vital communication link for the church.

This position requires someone who has demonstrated excellence in interpersonal communications. The ideal candidate will exercise discretion, initiative, judgment, time-management and organization and have strong technical skills. The ability to keep confidences is an important part of this job.

**Required Qualifications**:

* Ability to maintain complete confidentiality regarding any personal information
* Competence in: Microsoft Office suite, Church Windows software or comparable accounting software, Adobe Acrobat, and online virtual conferencing applications
* Experience with WordPress or comparable web page management platforms
* Experience with Constant Contact or comparable digital and email marketing platforms
* Preference for someone eager and willing to learn new software applications and willing to apply advanced features of applications already learned

**General Duties and Responsibilities:**

**Administrative Management:** Answer phone calls and emails including responding to queries. Maintain orderly paper and electronic records. Maintain a clean and orderly office environment. Coordinate rentals of the building and kitchen, including meeting with potential renters, distributing and collecting use contracts, booking custodial support, and receiving payment. Purchase and manage inventory of cleaning and office supplies. Facilitate regular maintenance and emergency service of equipment as needed. Request and facilitate inspections as necessary to ensure compliance with local and federal ordinances.

**Communications Management:** Create and send publications and mailings, including but not limited to the weekly bulletin, weekly calendar, monthly newsletter, and various outreach documents. Provide support for other church leadership, both volunteer and paid.

**Financial Management:** Maintain records of church members, pledges, and donations. Record cash receipts. Manage accounts payable and accounts receivable. Conduct a monthly reconciliation of every bank account. Manage payroll, prepare and print checks. Compile and generate monthly financial reports for the Treasurer.

For a detailed list of tasks in each management area contact: [www.office@menomonieucc.org](http://www.office@menomonieucc.org)