

Office Manager at Norwich Congregational Church

The responsibilities of the Office Manager include but are not limited to: administrative support to the pastor and the ministries of the church for weekly worship and ongoing projects, communication to the congregation, coordination of committee work and special projects, management of the tenants in the building. The Office Manager will also handle light bookkeeping duties to include, online tracking of accounts payable and receivable, reconciliation of bank statements, payroll, and tracking of church contributions.

Essential Functions

- Prepares bulletin for Sunday worship and other worship events as needed
- Provides admin support to the Pastor and Church Ministries
- Maintains and updates Church calendars and webpage
- Collects copy for the Church newsletter, compiles and distributes newsletter
- Maintains a Church mailing list and updates church directories as needed.
- Rents church facilities, manages calendar of events, and bills and collects rental income
- Maintains records of all Church financial obligations and income; manages payroll; prepares checks for signature by the Treasurer; makes bank deposits; maintains records of Church income; reconciles Church bank statements
- Coordinates building maintenance and upkeep with Church Sexton
- Develops and maintains a record keeping filing system
- Maintains record of gifts to Church in database
- Produces and sends contribution statements

Requirements

She/he must be flexible with the warmth, sensitivity and good judgment to work with volunteers, maintain the confidentiality of information and represent the Church to the public. It is essential that the she/he has an ability to interact with a wide spectrum of people in a diplomatic and positive way. Prior experience working in an office and facility with word processing, QuickBooks and data management software is useful.

16-18 hours per week, salary range of \$20-25/hour

Please send inquiries to ncc.interim@gmail.com Attn: Office Manager Search

