

Office Manager Wanted for Haygood United Methodist Church

Some of the primary duties of the office manager shall include but not be limited

to:

- Responsible for the day-to-day finances of the church including paying bills, issuing reimbursements, preparing incremental financial statements and bank reconciliations, and utilizing Quickbooks to track contributions and designations.
- Maintain and process payroll 4 times monthly.
- Perform an annual financial audit and support/assist in annual 3rd party audit.
- Calculate employer and employee taxes, file tax returns and ensure compliance with tax laws.
- Ensure the smooth and efficient running of the church office by overseeing administrative tasks and managing office resources. Tasks include, but are not limited to, greeting visitors, managing phone calls, distributing mail and maintaining office equipment/supplies.
- Support communication efforts with online entries into the church calendar, tracking/sharing church statistics, preparing a monthly voice message for members, and coordinating the content for a monthly newsletter.

Line of Responsibility: The Office Manager shall serve under the direction of the staff parish relations committee and the direct supervision of the pastor.

Salary and Compensation: This salary the salary for this position is \$30,000 annually and based on 30 hours a week. Additional benefits include health insurance, pension, credit union membership and continuing education funds.

Hours: 9:00 a.m.to 3:00 p.m. Monday to Friday.

Time Off: Three weeks of personal time off shall be offered after six months of employment. The church office will close for nationally recognized civic holidays as well as Christmas Eve, the Friday after Thanksgiving and Monday after Easter.

A representative of the staff parish relations committee there will be a 90 day probation period for all new hires the church requires 30 days written notice prior to resignation and will give the employee the same should termination be deemed necessary and more complete syllabus will be provided when hired.