

Northwood Community Church
Maple Grove, MN

Office Manager

Hourly, Non-Exempt

Full time/30-35 hours per week

Summary

The Office Manager maintains office services by organizing office operations and procedures; preparing payroll; balancing accounts; administrating membership services; managing contributions; coordinating church publications and communications; maintaining church calendar; coordinating church events (ie: weddings, funerals); completing clerical and receptionist functions, and supporting the pastoral staff.

Responsibilities

Accounting and AP/AR Duties (50%)

- Manage all contributions, including deposits, record-keeping, reporting and giving statements
- Administer Accounts Payable responsibilities
 - General ledger entries
 - Paying bills / check disbursements
 - Manage ongoing general, outreach and building fund activity
 - Reporting
- Administer Bi-Monthly payroll
- Assist Treasurer with account reconciliation, as needed
- Process staff expense reporting and reimbursements
- Monthly financial reporting and reconciliation
 - General ledger
 - Giving

Membership Services (10%)

- Act as administrator for the church database (Planning Center), and maintain all member, prospect and visitor data workflow
- Manage calendar and room registration for building
- Admin support of ministry leaders
- Any administrative duties with regards to Members and Attendees

Publishing and Website Update (10%)

- Make requested changes and updates to the website (this could change)

Create occasional print materials for special events

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- Ordering all printed materials, vendor relations
- Special marketing projects as assigned

Office Administration Duties (30%)

- Manage all office communications, including phone calls, emails
- Being the “face of Northwood”, including greeting visitors at the church office
- Provide administrative support for the Senior Pastor
- Maintain all internal systems, and coordinate office supplies, machine leases, phone system
- Coordinate all church event calendar
- All special projects, as assigned

Qualifications

- Able to handle confidential information in a professional manner
- Proficient in Microsoft programs, including Excel, Mac and Google Applications
- Experience with QuickBooks, ADP or other accounting software
- Demonstrates a keen attention to detail
- Must be able to represent Northwood in a courteous and friendly manner to members, prospective members and vendors
- A member of Northwood Church (preferred), and support of the Statement of Faith, Church Constitution
- Evidence, understanding and commitment to Biblical standards of Christian living

Reports to: Senior Pastor

Please submit inquires and resumes to careers@northwood.cc.

10/9/2023