

West Chester Presbyterian Church

Position Guide Job Title:		Office Manager	
Position Reports to:	Church Pastor	Average Work Time:	Approximately 20 Hours/Week
Employment Category:	Exempt/Part-Time	Scheduled Work Day(s):	Monday – Friday as determined with Pastor

Position Role

The major role of the West Chester Presbyterian Church (WCPC) Office Manager is to coordinate the business affairs of the church and provide administrative services to the pastor and other church staff.

Position Responsibilities

- Oversee and coordinate the church office operations, computer services, general administrative work, and purchasing of equipment and supplies.
- Perform the church bookkeeping and accounting procedures, including payroll, accounts payable, collection and deposit of receipts, investments, pledge records, special gifts, systems and procedures, financial statements, and statistics.
- Prepare weekly worship presentations, web page updates, bulletins (electronic and paper) and electronic and printed newsletters.
- Prepare the church budget and provide information requested by session or congregation as needed.
- Monitor cash flow and report to Pastor and Session as needed.
- Coordinate the use of the building and the grounds, overseeing scheduling, reservations of facilities, and collection of fees.
- Maintain awareness of maintenance needs and coordinate janitorial work and repair and maintenance as needed.
- Coordinate communication through all mediums, such as the website, social media announcements, newsletters, bulletins, worship screens, and email campaigns.
- Create special reports and compilations for information pertinent to the business and service functions of the church.
- Perform functions of administrative assistant to staff as needed, including typing, filing, and routine correspondence.
- Answer the phone, greet members and visitors, and represent the congregation to visitors during the week. Coordinate services for those who may request help during regular business hours.

Estimated Time Allocation

Accounting and bookkeeping duties	30%
Worship preparation	30%
Communication	25%
General administrative duties	15%

Hour allocation is an approximation and should be used as a guide for time management.

Qualifications and Special Skills

- High School Diploma or equivalent
- Demonstrated accounting and financial skills, including background in payroll, QuickBooks, or other financial software. Knowledge of Generally Accepted Accounting Principles.
- Ability to pass a background check and be bonded.
- Excellent administrative skills - including use of website software, social media platforms, e-mail systems, programs to create bulletins and newsletters, and presentation software.
- Christian values and a servant attitude when dealing with staff, members, and visitors.
- All duties and responsibilities represent essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.
- This position description is not intended to include all possible position responsibilities. All employees of West Chester Presbyterian Church may be required to perform duties other than those listed in a position description.

Interested applicants should email a resume to: westchesterpres@gmail.com