The Mission of Harbor Community Church is to glorify God by multiplying a gospel-centered, city-blessing, missional and maturing community in West Bradenton.

Job Description

Position Title: Office Manager
Date Prepared/Revised: August 7, 2017

Purpose of Position

The job of Office Manager includes responsibilities in many areas of the church. Although multi-tasking is essential for success, the primary goal and purpose of the Office Manager is to ensure the smooth and efficient business operations of the Church, while serving in a way that is pleasing to God.

Major Areas of Responsibility

Office:

- Support Pastor administratively (appointments, correspondence, organization, etc)
- Provide a welcoming environment for visitors and members of congregation that contact the church office via phone, email and walk-in.
- Assist in creating and maintaining policies and procedures that further Harbor’s mission based on needs established by staff, session and ministry leaders
- Maintain contact information on Harbor members, visitors, vendors and supporters
- Preserve worship attendance counts and membership database
- Complete required correspondence and clerical duties on both congregational and corporate levels
- Maintain church calendar to include all worship, ministry and outreach activities related to church
- Oversee worship bulletin process including ministry announcement approvals, layout, printing and distribution of bulletins
- Assist in advertising efforts of the church
- Promote ministry efforts via church bulletins, website, email, advertising channels, etc.
- Serve as organizational and communications contact for church-wide events and activities
- Ensure proper supplies and equipment available in the church office as required
- Assist various Cornerstone ministries and leaders as needed

Financial:

- Oversee annual budget planning process for Harbor ministries
- Review business and ministry expenditure requests and act as signature authority for same
- Analyze and report revenue/expenses (weekly, monthly, quarterly, annually and as needed)
- Serve on Finance Committee once established to provide insight on Harbor financials
- Provide budgetary expectations and ongoing financial forecasting as financial position changes
- Enter weekly donations and maintain donor database
- File and distribute Annual Donor Statements
- Complete all church bookkeeping tasks in a timely fashion (AP/AR, bank reconciliations, monthly closings)
- Ensure property and casualty insurance policies in place to meet changing needs of the church

Property Asset Control:

- Maintain operations files and inventory on equipment and assets of the church
- Organize purchase or repairs of church equipment as needed and approved
Personnel:

- Help Create and Upkeep personnel policies
- Maintain personnel files for all employees
- Handle paperwork required with the hire, employment and termination of employees
- Oversee payroll process and quarterly/year-end IRS reporting required for personnel once Harbor establishes its own payroll process (currently processed through mother church)
- Research annual pay scales and benefit levels based on comparable church statistics
- Provide annual review and recommendations regarding employee health insurance and benefits program once Harbor establishes its own health care program (currently processed through mother church)
- Process and maintain background checks on employees and volunteers
- Represent Harbor in Workers Compensation reporting requirements once Harbor establishes its own WC insurance program (currently processed through mother church)

Lines of Authority

The Office Manager reports directly to the Pastor ultimately under the authority of the Session of Harbor Community Church.

Work Week Schedule

TBD as necessary to complete responsibilities.

Requirements for Position

- Be a Christian with a heart for ministry
- Have strong organizational skills and ability to successfully multi-task
- Possess good financial, business and clerical skills
- Enjoy working with people of different backgrounds, personality types and priorities
- Maintain creative and positive problem-solving abilities
- Be able to deal with confidential information in a professional manner