

Twin Oaks Presbyterian Church
Presbyterian Church in America
1230 Big Bend Road
Ballwin, MO. 63021
636-861-1870

Director of Office Operations

Job Description/General Purpose of Job:

Full time position responsible for the office administration of the church including the management of the finances for Twin Oaks Presbyterian church and school, negotiating contracts, preparing budgets, personnel administration, and communications. Responsible for the facilities upkeep, improvements, and usage including scheduling, cleaning, repairing, replacing equipment, building improvements, and purchasing items for the facility.

Primary Responsibilities/Duties:

- Responsible for the management and oversight of the church and school's finances and making sure that record keeping and reporting is consistent with proper accounting principles and in compliance with government reporting requirements and that proper internal controls are in place and followed.
- Manage office administrative functions, supervising all personnel responsible for the business and facilities management of the church and school.
- Oversee the facility and property of the church and ensure that building and grounds are properly maintained, insured, and coordinate the facility's utilization.
- Works closely with both the Session and Diaconate, carrying out the duties delegated by those governing bodies.

Necessary Skills/Qualifications/Competencies:

- Experience in financial management including budgeting, tracking, journalizing, investing.
- Understanding of IRS and department of labor laws and regulations for non-profit organizations.
- Experience in contract negotiation.
- Experience in supervising personnel.
- Experience in office management.
- Excellent written and verbal communication skills.
- Professing Christian willing to become a member of Twin Oaks Presbyterian church.

Please send resumes to jeff.scheibe@att.net

