

OUMC Job Description

Office Administrator/Financial Secretary

August 1, 2020

QUALIFICATIONS

Professional, motivated individual to perform a variety of tasks with limited supervision, who is respectful of confidential and sensitive information.

Excellent people and communication skills.

Resourceful, organized, with attention to detail.

Proficient in working with numbers.

Strong critical thinking and problem-solving skills.

Experience with Windows 10, Word, Excel, Publisher, e-mail, etc.

Knowledge of Breeze software a plus.

TASKS

- Greet visitors/callers and offer assistance or direct them as appropriate.
- Distribute mail. Process/answer office related matters.
- Monitor email account and respond or forward inquiries as needed.
- Maintain care of Sanctuary & Thorne Room (neatness, supplies, prayers lists, fliers, hymn numbers, etc.) along with the church bulletin board.
- Prepare weekly bulletins and announcements for 8:30 & 10:55 church services as well as special services (i.e. funerals, etc.).
- Manage the monthly newsletter process.
 - ~ Review weekly district emails for pertinent information for inclusion.
 - ~ Arrange data submitted by the Pastor, committees, congregants, etc.
 - ~ Print and prepare for bulk mailing in a timely manner, plus send out via email.

(Must have 150 "Oxford" and a total of 200 to use USPS bulk mail.)

- Maintain/update office records with congregant information for church directory, membership book, mailing lists, etc. (transitioning to Breeze software).
- Maintain church calendar/schedule outside events. Contact Trustees for approval.
- Prepare and distribute press releases for church events.
- Prepare/distribute bulk mailings for stewardship, fundraising, membership, etc.
- Process/record memorial donation records.
- Provide Financial Secretary support (see attached).
 - ~ Generate monthly income reports.
 - ~ Maintain individual giving records.
 - ~ Provide individual statements annually.
- Ensure that office and bulk maintenance (paper towels, trash bags, etc.) supplies are kept in stock using the most economical resources.
- Order seasonal items such as bulletin covers, palm crosses, Advent folders, Christmas candlelight supplies, etc.
- Monitor & renew church accounts used for office, Sunday School, Junior Church, etc. as needed. Assist in ordering supplies for VBS, fund raisers, etc.
- Coordinate weekly flower chart as well as special flower orders for Easter, Mother's Day, and Christmas.
- Maintain petty cash records and postage. Notify Treasurer when either is needed.
- Assist with record keeping for Safe Sanctuary & Family Promise clearances.
- Modify information on outside sign as necessary.
- Prioritize and keep track of daily activities/projects.

REPORTING RELATIONSHIP

The Office Administrator reports directly to the Pastor who provides direction and oversight on overall workload and workflow. This position, however, is overseen by the Staff-Parish Relations Committee.

Please send resume to oumcsecretary@gmail.com