

Christiania Office Manager/Bookkeeper

Job Overview:

The Office Manager is responsible for managing the church office, including providing administrative, clerical, and bookkeeping assistance to church staff and leaders. The Office Manager serves as receptionist, coordinates with others to successfully manage the overall function of the church and interactions with the community.

Reports To:

Senior Pastor. In addition, the office manager works cooperatively and collaboratively with the Associate Pastor and Treasurer in all areas of ministry at Christiania Lutheran Church.

Direct Reports:

The Office Manager will have no direct reports.

Responsibilities:

- Provide a professional and caring presence in the church during core hours. Greet, screen and direct members and visitors.
- Answer the church phone, screen and direct calls with a positive and helpful spirit. Take messages and pass along to relevant staff in a timely manner. Manage all aspects of church phone and voicemail system.
- Track and maintain bookkeeping of contributions, pledges, weekly accounting sheet from counters, bills, payroll and tax filings. Working closely with the treasurer to write checks and provide transparency for the congregational funds.
- Create and maintain all normal operations of the church; including preparing and duplicating, in coordination with Worship Minister and Communications Manager, Sunday announcements, correspondence, handbooks, annual meeting reports, ELCA Parochial Report, booklets, time and talent cards, collecting, opening and distributing mail etc.
- Maintain the Church Calendar and link to website.
- Print and mail paper version of the newsletter.
- Maintain all church records including membership, baptisms, and confirmations, church keys and security codes.
- Manage and recruit volunteers to support office activities.
- Work with Communication Manager to coordinate weekly prayer concerns, events, church ministry calendar updates.
- Order supplies and materials related to office and general church functions. Coordinate repair or lease as needed for copier (any office related rental equipment).
- Create (or assist in) an office expense budget and ensure it is followed.
- Attend staff meetings and financial committee(s) meetings as necessary.

Knowledge, Skills and Abilities:

- Strong relational skills, positive, friendly, welcoming attitude.
- Ability to maintain confidentiality

- Team player with a strong ability to work with many personalities.
- Strong time management skills and the ability to be detail oriented.
- Financial trustworthiness and integrity
- Knowledge and experience in the areas of Fund-based accounting, Payroll, general bookkeeping and computer application.
- Creative problem solver, shows initiative
- Willingness to learn and expand knowledge base to improve processes.
- Grammatical competency; including strong writing and editing capacity.
- Basic computer competency.
- Knowledge of computer software programs such as but not limited to Microsoft 365, Outlook and ICON CMO.
- Occasional lifting up to 30 lbs.
- A heart to serve the church and a passion for welcoming and helping others.

Education/Experience:

- Four+ years of customer interaction and service.
- Four+ years of bookkeeping experience.
- High school diploma or general equivalency required; college degree preferred.
- Experience working within a Lutheran Church preferred.