**NORTHWOOD PRESBYTERIAN CHURCH**

**POSITION DESCRIPTION**

**(As of March 25, 2024)**

Approved by Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE:  **OFFICE ADMINISTRATOR** (Non-exempt)

REPORTS TO: Senior Pastor

POSITION STATUS: Part Time

Purpose: To serve as general secretary and bookkeeper in the office of Northwood Presbyterian Church. This is a part time position of not more than 20 hours per week, functioning under the direction of the Senior Pastor and Session. It is the policy of Northwood Presbyterian Church to require a complete background check on all persons employed by the church. Background of the applicant must be free of illegal or immoral conduct.

Qualifications:

1. A warm congenial, positive personality, able to meet the public with assurance and courtesy, and to assist all persons in completing their business, or meeting their needs through the appropriate use of church resources.
2. A basic understanding of general office procedures and business practices.
3. Competent in basic computer skills, the use of office equipment and applicable software, and be willing to upgrade skills as requested. Computer programs include, but are not limited to, Microsoft Office, Excel, and Powerpoint; Google - Drive, Documents, Calendar, and Sheets, email and basic web browsing. Social media experience is not required but is preferred.
4. Absolute confidentiality on all church business.
5. Experience with bookkeeping and accounting procedures.
6. Strong organizational skills.
7. Strong administrative skills and able to work without supervision.
8. Credential as Notary Public, or willingness to apply for such a credential.

Responsibilities:

1. General Office Duties:
   1. Greet visitors, determine the nature of their business, and direct them to the proper church and/or outside resources Strive to make all persons entering the church office feel comfortable and at home.
   2. Respond to telephone, voicemails , and e-mail messages by providing the requested information or forwarding the message to other Staff Members, Session members, or outside contacts for action.
   3. Maintain the church digital calendar and bulletin board. Communicate with the Webmaster, et al., to assure all posted information concerning activities and events is current and correct.
   4. Maintain a roster of authorized keycard holders and manage the digital entry system.
   5. Receive all requests for use of church facilities by groups from within and outside the church. Maintain a file of signed building use agreements. Schedule rooms for use.
   6. Order, receive, and maintain program, office, building supplies, and postage.
   7. Monitor maintenance schedules of office equipment for optimum performance, and to assure routine servicing does not interfere with operational needs of the church office.
   8. Order necessary worship supplies.
   9. Check the outside mailbox daily.
   10. Update the marquee outside weekly
   11. Establish a roster of volunteer office helpers and schedule/coordinate their efforts for effective assistance as needed. Maintain regular office hours by volunteer staffing when required to be away.
2. Bookkeeper Duties:
   1. Prepare records of income and bank slips for deposit. Stamp checks for deposit. Make weekly deposits. Assemble copies of income records and bank deposit sheets.
   2. Input all church giving into the appropriate church management software.
   3. Prepare monthly financial reports for the Session
   4. Prepare quarterly giving statements for the members of the congregation and entities who use the church facilities.
   5. Process Request for Payment forms and bills indicating appropriate budget line for payment.
3. Duties for the full-time staff:
   1. Prepare correspondence and other materials.
   2. Maintain an office filing system. In a separate secure file, identify each software program loaded on each church computer with applicable passwords.
   3. Attend weekly Staff Meetings.
4. Duties for the Session:
   1. Assist minister(s) in preparation and distribution of the Session agenda.
   2. Maintain and archive church rolls, minutes and records in consultation with the Clerk of Session (digitized and hard copy)
   3. Prepare correspondence from the Session in consultation with the Clerk of Session
   4. Handle correspondence for memorial gifts.
5. Duties for the Congregation:
   1. Maintain the church member database.
   2. Prepare worship bulletins and inserts each week.
   3. Prepare slides and online presentation for worship each week
   4. Assist Presbyterian Women, Session Teams, church committees, and Day School Director as time allows.
6. Duties for the Northwood Presbyterian Day School (NPDS)
   1. Check and distribute mail daily.
   2. Assist with use of the copier in church office.
   3. Coordinate maintenance access with input from Building and Grounds Elders.
   4. Co-sign NPDS checks as necessary.

The Office Administrator will communicate with all permanent staff on a regular basis. Supervision of work and determination of priorities will be accomplished by the Senior Pastor or designee.

Work Schedule:

The ordinary work hours will be 9:00 A.M. to 3:00 P.M. Monday through Thursday. Forty (40) hours of paid time off (PTO) will be allotted each calendar year of employment.

Evaluation:

An annual performance review will be conducted by the Business, Administrative, and Stewardship Committee. The evaluation may consists of Self-evaluation, Evaluation by the Pastor, Review by the Session, and Goal Setting

Resignation/Termination:

1. At least two weeks' written notice must be given prior to the effective date of anticipated resignation.
2. Termination for cause shall be upon written notification from the Business, Administrative, and Stewardship Committee and will be effective immediately. Appeal may be made to the Session

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature of Employee Date

Signature of Pastor Date

Signature of Business Committee Member Date