

Church Office Manager
POSTED ON 5/23/2023 – AVAILABLE IMMEDIATELY
Job Posting for Church Office Manager at First Presbyterian Church of Red Wing, MN

CHURCH OFFICE MANAGER

Summary of Position

A successful Church Office Manager will manage First Presbyterian Church's business operations, including bookkeeping and administrative/clerical functions. All work will be aligned with and in support of First Presbyterian's mission, vision, core values, strategy, annual programming & budget, and ministries.

Key leadership elements of this role include responsibility for:

- Financial operations (payables, receivables, regular updates to our accounting system, and working with the Church Treasurer to arrange for reports and audits)
- Actively managing vendor relationships
- Office management, including clerical functions
- Overseeing and maintaining mailing lists and databases
- Coordinating communications via print, email, and website; handling correspondence
- Secure retention of all church records, including financial and human resource documents
- Providing support for staff, committees, and church members
- Representing the church to callers, visitors, and others

Hours per week: 30 hours (flexible scheduling possible)

Reports to: Pastor

Education & Experience:

- Bachelor's Degree or equivalent experience in bookkeeping and office management
- Knowledge of Church Windows accounting software preferred, though training offered
- Experience with MailChimp and WordPress also preferred, but will train
- Experience working in a church setting is a plus

Qualifications:

- Proven leadership skills demonstrated by improving and/or maintaining business or non-profit operations
- Successful people management experience, including ability to give and receive direction and work collaboratively
- Ability to operate with discretion and handle sensitive church and human resource information appropriately
- Demonstrated experience in accounting practices
- Demonstrated strong organizational, project management, and administrative skills
- Strong interpersonal and communication skills with staff, church boards, congregation, and community members
- Ability to work in a flexible, fast-paced, and changing faith community
- Strong computer skills, including strong competency with Microsoft Office Products
- Continuous learner who seeks out best practices and ensures First Presbyterian's business is run efficiently and supports the needs of the church

Job Type: ¾ time – exempt

Pay: Based on experience. Range of \$28,000 to \$36,000.00 per year

Benefits:

- Opportunity to negotiate flexible schedule, provided church's needs are met
- 10 Paid Holidays
- Additional Paid time off, beginning at two weeks/year
- Professional development assistance, as negotiated
- Friendly and inviting work environment

Schedule:

- Monday to Thursday, or as negotiated

Ability to commute/relocate:

- Red Wing, MN 55066: Reliably commute or plan to relocate before starting work (Required)

Education:

- Bachelor's (Preferred)

Experience:

- Financial accounting: 3 years (Preferred)
- Office Administration: 3 years (Preferred)

Work Location: First Presbyterian Church, 503 West Sixth Street, Red Wing, MN 55066

Interested candidates will send a cover letter and current resume to:

First Presbyterian Church

Attn: Pastor Casey vanderBent

503 West Sixth Street

Red Wing, MN 55066

Or email pastorcasey@firstpresbyterianredwing.com

Deadline for submission is Friday, June 10, 2023.