

1. Cedarview Office Manager - Summary

Position description: Office Manager

Aspiration and Context: Cedarview Alliance Church is seeking an experienced Office Manager. This is an on-site full-time position. Our church office acts as a kind of hub, through which a lot of information needs to be shared and distributed *to equip the many staff and volunteers to fulfill our church vision* of making wholehearted disciples of Jesus.

The church office is also a place of first contact with people in our community who have inquiries or who are registering for events and also renters who book the building for various events.

Character: This position is a ministry of the church and will require the fruit of the Spirit! Most especially compassion, discretion, and patience.

Hours: Full-time from Sunday to Thursday: This is covering office hours (Monday to Thursday) as well as the administration of our welcome center on Sundays.

Reports to: The office manager would report to the Senior Pastor, and work closely with our Facility Coordinator.

Salary: This is a full-time position of 37.5 hours per week. Cedarview Alliance Church provides a pension and benefits package and two weeks paid vacation annually for the first year of employment. Permanent appointment will be subject to a three-month probationary period. Actual compensation figures will be discussed further into the hiring process.

An acceptable vulnerable sector Police Report is required for this position.

2. Profile

EXPERIENCE & KNOWLEDGE

Minimum of three to five years administrative experience in a busy small office environment, knowledge of office systems and procedures.

Experience & knowledge using computerized office systems, including website maintenance and accounting software. (For example: Google Calendar, MS Office Professional, mailing lists, and membership records, and Adobe Suite would be an asset)

Experience and knowledge in social media administration would be an asset.

Experience preparing weekly/monthly/annual correspondence, notices, reports as required.

Experience in working with volunteers.

Experience in responding to people in a variety of sensitive situations (For example: grieving families, job loss, illness) and directing their concerns to the appropriate person.

Experience with church or non-profit organization activities would be an asset.

SKILLS & ABILITIES

Prioritize and accomplish a variety of activities while managing time well.

Receive, schedule, and keep up to date a calendar for groups and activities using the church facilities.

Demonstrate strong communication and interpersonal skills both verbal and written.

Respond to inquiries in timely manner.

Solve general administrative problem.

BOOKKEEPING SPECIFIC (*Bookkeeping responsibilities possibly shared with administrative teammate*)

Familiarity and experience with general account principles, legal requirements and not for profit accounting regulations

Experience with Quickbooks and Excel programs

Able to keep and protect personal and confidential information of our members and attendees and financial data within the parameters of the church office environment.

Attention to detail

Data Entry skills

A strong understanding of math and numbers

Able to communicate financial data clearly and effectively

Effective and kind communication with staff and volunteers

PERSONAL CHARACTERISTICS

Be a growing Christian who is committed to attending and serving as a member of Cedarview Alliance church staff team.

Be aligned with the vision, ministry philosophy and missional direction of the church.

Self-motivated, requiring minimal supervision

Flexible to changing priorities

Able to develop good working relationships with other staff members, church members and volunteers, and community groups that rent or partner with Cedarview

Demonstrates compassion, discretion, and confidentiality in all situations

3. Office Manager Key Responsibilities:

(Note: A half time (20 hrs/week) role of administrative assistant will be added to assist)

1. Admin/Office

Reception: Answer phone calls as needed, Guide/help those who enter the office with questions, Manage the church phone system (mailboxes, greetings, etc.)

Emailing – forwarding or responding to 'church@cedarview.ca'

Manage church calendar (see 'bookings' below)

Cedarview.ca/ [Google Email Accounts](#)- set up individual emails & group emails @cedarview.ca

2. Support of Senior Pastor

Emailing/connecting with those who request appointments. Help with any tasks given by the lead pastor.

Coordinate ongoing baptism and membership course interest

3. Staff Participation:

Attending regular staff meeting, keeping staff informed meeting times and special events.

Supporting staff where possible with special projects

Fun! Bringing joy into special events, planning retreats, birthday celebrations, building a great work environment

4. Service Planning Support

Any details needed for communication – creating slides for announcement loop.

Upload any materials needed for the projectionist to the Cedarview Projection Google Drive

folder (video being asked for etc. – make sure projectionist/tech team are able to access. Create music binders each week for the worship team (downloading sheet music from Planning Centre/Song Select).

5. Graphic Design/Create and design postcards/slides/documents, etc. for ministries as required

Create weekly slides for Sunday morning services (varies on what is needed) (not every week)

Create and design 'Sermon Series' multiple times a year (*may be something we contract out to graphic artists*)

Send print-ready files as required to professional printers.

6. Manage Church Website

Upload new content, delete outdated content.

Update online sermons weekly.

Create web pages as needed.

7. Managing Internal room/booking requests for ministries and input into church calendar

Gather all information needed (i.e. tables, chairs, etc.)

8. **Managing External room /Booking requests** from outside organizations wishing to rent the church.
Gather all information required to see if the church can accommodate the request. Send organization details on pricing; Create a contract, sign, and file; Gather all information needed to run the event smoothly (i.e. tables, chairs, rooms needed, etc.) Create invoices for payments; Receive payments and insurance binders. Schedule techs/custodial required for event.
9. **Internal Communication: Visitor Connection Slips** – Update people’s email address for planning centre, and soft copy of Directory & Envsec. Manage Mailchimp for Thursday’s Eblast from church calendar events.
10. **Plan to Protect-** Setup volunteer letters for those needing renewals of police checks, maintain spreadsheet of those volunteers, make sure its renewed every three years for active volunteers.
11. **Annual Report-** request reports from ministry leaders, compile/edit reports in InDesign, print, keep up members list, church stats, baptisms/memberships, births/dedications etc.
12. **Benevolent Fund** – work with Senior Pastor to approve disbursements to families/community. Keep records.
13. **Order Supplies** – Office: copy paper, stamps, envelopes etc. Tellers: wallets, cheques, deposit books
Hospitality: coffee/kitchen items. Communion cups, Photocopy: toner, return used toner.
14. **Care Ministry Support** –staying connected with the needs of seniors, those that might need extra help staying connected with Cedarview.

Overseeing Church Finances & Bookkeeping:

15. Church Finances:

- Payroll – manage payroll updates, vacation/sick spreadsheet, send pension cheques. Set up new employees, go over benefits, cell phone coverage etc. Photocopier codes & usage.
- Accounts Payable – pay invoices out of Quick Books in a timely manner/also requisitions. Pay all subscription renewals when due. Manage all passwords with them & credit card updates.
- Office Deposits –manage all cost recovery for ministries and take the deposit to the bank.
- Envelope Secretary – Donation support – helping our volunteer finance team with whatever they need to adequately receive, organize, and deposit donations.
- Insurances – manage insurance certificates for ministries and work with our insurance company.
- Auditor- have yearly files in order, expenses, collect unpaid invoices, payroll files, etc.
- Church Record project (not urgent) – may require finding a contract for old files to be uploaded as PDF’s.

16. Bookkeeping:

Accounts Receivables and Payables

- Tracking and inputting all income through various streams (offerings, registrations, rentals, cost recovery)
- Pulling reports, reconciling, and inputting revenue received via electronic payments.
- Tracking and inputting receipts and payments for visa accounts ● Inputting electronic accounts payables and filing of same ● Assist with accounts payables when required.
- Monthly reconciliations of all accounts (bank, investments and visa) and ensuring offering reports reconcile with the bank.
- Communication with other office staff, treasurer of the Board, Offering envelope volunteers.
- Communication with the bank as required.

Reporting

- Producing Reports for monthly disbursements.
- Producing monthly and yearly reports for Board of Elders.
- Produce budget reports for ministry leads when requested.

Yearly Responsibilities

- Audit: preparing ahead all documents and files the auditor will need, communication with the auditor during the audit season (January - February) and provision of additional documents as requested. Entry of year end adjusting entries once audit is complete.
- Budget: Provide Budget updates to ministry leaders as requested. Working with the Lead Pastor to prepare the draft budget for the coming year. Input budget into accounting system once approved by the Board of Elders.
- Government reporting as required for charitable organizations.
- Application for rebates and subsidies as available to Cedarview.