

The 1200 Tharpe Street Church, Inc
Job Description
Church Operations Manager

Purpose: To serve the church by providing administrative support to the Ministry Staff and CFO

Reports to: Lead Minister or CFO

Primary Duties and Responsibilities

Qualifications:

Familiarity with general office procedures either through formal training or equivalent experience.

- Previous work experience in an office environment is preferred.
- Computer literate with knowledge of word processing, excel, database and creative publishing software programs.
- Must possess good organizational skills, good interpersonal skills and maintain a high degree of confidentiality.
- writing and copy-editing skills; the ability to package news; and a working knowledge of online social networks

Responsibilities:

Receptionist

- Greet all incoming visitors in person and by phone.
- Receive and provide general information for telephone, mail and walk-in requests for Church resources
- Check phone messages daily and return calls as needed.
- Check email accounts 1-2x weekly

Admin/Clerical Duties

- Pick up mail weekly & Distribute mail to staff mailboxes.
- Prepare outgoing mail & Makes deliveries and pick-ups as needed
- Prepare correspondence and other typing, copying, scanning for church staff, ministries and committee members.
- Help with conferences/meetings as needed (at ministry expense).

- Order supplies for office and ministry needs i.e. paper, toner, kingdom kids' supplies, cleaning supplies, communion supplies, etc.
- Maintain Member database data entry, update member records, create and organize groups
- Cleaning Company - open building and check their work
- Benevolence Requests forwarded to the Committee and follow up for timely decisions

Rental/Facilities

- Monitor the Alarm system
- Manage Key Holder agreements
- Collect Rent from Tenants
- Communicate with Tenants regarding any facility issues
- Collect and file annual updated insurance policies from tenants
- Meet with prospective renters and take them on tours.
 - Negotiate, Prepare and execute leases and determine if there is staffing available if it's for an event.
 - Conduct necessary background/vetting tasks to qualify potential renters
 - Coordinate facility needs with maintenance manager prior to move in.
 - Set up realm profile & access.

Fiscal Duties

- Communicate with CFO or External Accountant/CPA
 - Weekly Accounts Payable
 - Cash Receipts
- Credit Cards – gather receipts and reconcile with the statements
- Count Team Oversight
- Receivables Processing- Processes cash, checks and other payments received from weekly Sunday contribution, Mail offerings, rental fees, and other donations or payments
- Payables Processing- Assists with the disbursement of the church's accounts payable checks and purchase orders
- Accounts Payable Filing, Maintenance and Scanning
- Reconcile the Bank and Credit Card Statements in Quickbooks Monthly

This is a Full Time Hourly Position (40 hours per week)