

St. John's Lutheran Church, Brookfield, WI
Office Manager Job Description

Job Title: Office Manager

FLSA Status: Hourly

Prepared by: Pastor, Diane Wilke-Zemanovic

Date Prepared: 5/15/2021

Approved by: Church Council

Approved date: 6/1/2021

General Purpose of Job

To provide leadership and oversight for the administrative arm of St. John's ministry. The Office Manager supports the overall vision of the congregation while handling the details and structure that supports and furthers the mission and strategic objectives. This position reports to the Pastor.

Essential Duties:

Technology

- Manage, oversee, update and troubleshoot office technology. Contract with and oversee technology support at needed.

Building

- Prepare and maintain master church/building calendar, scheduling all events, meetings and reservations for internal and outside events. Scheduling doors to coordinate with meeting/event times. Maintain all door pickup and drop off schedules.
- Work with Building Supervisor, assuring requested room set up, and equipment is provided.
- Prepare and post calendar updates.

Finances

- Assist on-site audit team when requests are made or questions asked
- Complete worker compensation insurance audit paperwork
- Manage purchases to maximize good use of congregational resources
- Enter the church benefit selection on annual basis into Portico after review with Human Resources.
- Pay Portico benefits vis the Portico website
- Collect/maintain payroll information from staff and enter payroll information into payroll
- Complete and distribute semi-monthly reports.

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Human Resources

- Serves as the staff representative on all Human Resource issues and works collaboratively with the Human Resources (HR) committee.
- Maintains Personnel records, ensuring compliance with federal and state employment laws, coordinating and maintaining vacation schedules, onboarding new staff regarding church policies, pay, technology, and resources.
- Conduct background checks and drug screens on candidates for employment according to policy.
- Maintain current versions of all staff job descriptions and performance appraisal forms.

Records and Reports

- Maintain records of church such as pastoral acts, membership changes, and provide reports to council.
- Maintain and document policies and procedures so that they are readily available for ministry leaders.
- Provide a report for the annual congregation report; reviewing activities and ministries related to Administration
- Prepare and file the ELCA Synodical report annually

Skills

- Mission Ownership: demonstrates understanding and full support of the mission, core values, and strategic objectives of St. John's.
- Management Skills: possess skills in organization and demonstrates commitment and flexibility in managing and supporting staff members.
- Business Acumen: good working knowledge of business systems. Knowledge of current and future business policies, procedures, practices and trends as they relate to technology and information systems.
- Communication: effectively communicate with congregation members, staff, vendors, and community.

Requirements

Bachelor's degree in administration, business, management or finance is preferred.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in the description, may be assigned