

Maple Street Congregational Church
Office Manager & Bookkeeper Job Description

General:

- The position of Office Manager & Bookkeeper is a part-time position at 25 hours per week.
- The position provides assistance to the church staff and congregation for official church business.
- The Office Manager & Bookkeeper is accountable to the Church Council and under the general, day-to-day supervision of the Senior Minister.

The Office Manager & Bookkeeper is responsible for performing the following specific duties and other duties as assigned:

Office & Building Management:

- Manages constituent database (Servant Keeper) with data entry, list generation, and reporting.
- Manages church calendar, building keys/key fobs, and rental requests for church space -used weekly by nursery school and rental requests for church space by community groups, weddings, funerals, and other functions.
- Manages cyclical church building maintenance according to schedule and needs and offers administrative support to the Board of Trustees regarding contracts, estimates and proposals.
- Refers any information about pastoral needs hospital, illness, crisis as soon as possible to pastoral staff - if emergency or time sensitive nature, communicate immediately and with confidentiality.
- Communicates to congregation & public when office is closed or public emergencies relating to the church are in order and monitors access to building in accordance with the safe church policy and security systems.
- Greets visitors in person, on phone, and manages church office email.
- Sorts and delivers church mail and processes all church office mail.
- Orders and maintains all office and church supplies and equipment.

Bookkeeping:

- Processes all incoming vendor invoices in QuickBooks desktop version. Processes all incoming invoices timely and with attention to contracts and pricing and notifies appropriate check signers of discrepancies or any issues that may arise.
- Processes all incoming donations in QuickBooks and Servant Keeper and performs bank deposits and reporting.
- Responsible for managing and reporting scholarship applications and activities.
- Produces periodic pledge/donation statements and acknowledgement (email and mail).
- Manages postings of Church Committee Reports/Coordinates the preparation of the Annual Meeting report and financial statements and the UCC annual report.
- Processes payroll and related reporting in ADP online.
- Tracks and manages HR personnel vacation/sick time and benefits.

Communications – Print, Online, & Social Media:

- Prepares and prints weekly Sunday bulletins and posts them to our website and social media sites.
- Prepares and publishes Weekly Update email through Mailchimp.
- Creates flyers for committees and church events and publishes them to social media.
- Manages direct mail appeals and letters -including mail merge, labels, and manages church bulk mail account with local USPS.
- Communicates with local website provider to provide current events and communications to update the MSC website.
- Manages the church Facebook and Instagram pages and posts church events and weekly updates.

Other: Undertake such other tasks and duties as may from time to time be assigned to you by the Senior Pastor, Board of Trustees or Church Council

Position Requirements/Qualifications:

- Experience with basic accounting. Familiarity of QuickBooks, Microsoft 365, Publisher, ADP, constituent databases, and Mailchimp a plus.
- Excellent communication skills with good judgment including discretion and the ability to maintain confidentiality.
- Great organizational, project, and time-management skills.
- Willingness to learn new computer programs and social media.

Other considerations:

Salary commensurate with experience. Flexible schedule with paid vacation and sick time.

To apply please submit cover letter and resume to info@maplestreetchurch.org

Maple Street Congregational Church, UCC
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Maple Street Congregational Church is an equal opportunity employer and does not discriminate against candidates on the basis of race, ethnicity, sex, gender, sexual orientation, national origin, gender identity, pregnancy and pregnancy-related conditions, disability status, or veteran status.