

Southside Church of Christ (<https://killeenchurch.org>)  
1505 Trimmier Road  
Killeen, Tx 76541

Congregation Size: 140+

Salary and Benefits: salary is negotiable, paid sick leave, paid personal leave/vacation

For additional information, contact: Southside Church of Christ, email: [sosidechurch@gmail.com](mailto:sosidechurch@gmail.com), phone: 254-526-3041

**Office Manager Job Description:**

The Office Manager performs the day to day administrative functions of the church office and plays an important role in communication and coordination of church activities and in support of both paid staff and volunteer personnel. This full-time position is an "at-will" position working approximately 30 hours per week Monday – Friday and is subject to the duties and responsibilities outlined below.

The Office Manager must demonstrate the following **characteristics**:

1. Is a baptized believer in the Lord's church
2. Lives a personal life with passion regarding Jesus and His church
3. Is discrete in the handling of sensitive information and conversations in the office setting
4. Is attentive to details and is accurate in dealing with numbers

**The duties and responsibilities of the Office Manager:**

1. Present a pleasant and inviting atmosphere in the church office to welcome visitors or members into the office
2. Answer the telephone and respond to requests for information or assistance
3. Coordinate and communicate information and activities among staff, committees, congregation members and within the church
  - a. Maintain the inventory and maintenance records of church property
  - b. Ensure that adequate office and kitchen supplies are on hand
  - c. Compose, organize, publish and distribute various bulletins, newsletters, worship aids, including special reports and communications
  - d. Compose correspondence concerning church matters and in response to requests for information
  - e. Maintain calendars of events and family information for the congregation
  - f. Maintain membership rolls, directories, and other membership information such as family data sheets and attendance records
  - g. Administer and moderate the Church Facebook presence
  - h. Create and maintain files of all pertinent church matters
4. Maintain and administer the financial matters for the church
  - a. Write checks, make bank deposits, manage electronic transfers from CashApp and PayPal, accurately balance the church bank records and registry
  - b. Receive, review, and pay the bills of the church in a timely fashion
  - c. Maintain financial files, receipts, and records
  - d. Write weekly and monthly paychecks, make appropriate IRS withholdings and tax withholdings, and file proper paperwork related to payroll
  - e. Prepare and distribute necessary periodic and year-end IRS forms (1099's and individual contribution record)
  - f. Prepare monthly and periodic financial reports for the leadership and membership of the congregation
  - g. Inform the eldership and deacons of necessary financial information

5. Maintain budgetary matters for the church
  - a. Allocate expenditures and receipts to the appropriate church budgetary line items
  - b. Deduct individual purchases from their budget category and maintain receipts for each distribution
  - c. Balance each budget category monthly and inform appropriate deacons or ministry leaders of their budgetary expenditures and balances
  - d. Prepare monthly budget reports for the leadership
6. Mailing and other office duties
  - a. Collect and distribute mail daily
  - b. Purchase stamps and other items necessary for mailings
  - c. Receive and sign for packages for the church
  - d. Maintain schedules of routine building maintenance and matters concerning office equipment
7. Monitor the security cameras, view playback of recordings as needed during office hours
8. Ministerial staff support
  - a. Filing, generate correspondence, and proofreading outgoing documents as requested by the ministers
  - b. Control visitors' access to the ministers to accommodate prayer and study times, counseling times, etc.
  - c. Maintain appointment and calendar reminders for ministers

The following knowledge and skills are required for this position:

1. Microsoft Word, Publisher, Excel, PowerPoint and QuickBooks
2. Promote a friendly office atmosphere; has a pleasant phone voice and professional reception skills
3. Ability to keep information, conversations, and identity of visitors confidential
4. Layout and design capabilities for bulletins and publications
5. Skilled in using the Internet and Facebook
6. Some knowledge of web page design and maintenance and administer the Church Facebook presence

Interested candidates should complete an on-line application at [killeenchurch.org/OfficeManager/](http://killeenchurch.org/OfficeManager/)

At a glance:

- 1) The starting salary is negotiable payable monthly or semi-monthly
- 2) This position is eligible for paid sick leave and paid personal/vacation leave
- 3) The position is full-time (30 hours/week), with required office hours of 8 a.m. to 2 p.m., Monday through Friday
- 4) The position is salaried and may require additional hours on an infrequent basis
- 5) There will be a scheduled performance review at the end of three months and at the end of 6 months conducted by the Pulpit Minister, the Office Manager, and at least one elder
- 6) The Office Manager may be asked to perform other support tasks within the context of the responsibilities and duties identified here
- 7) The Office Manager works under the direct supervision of the pulpit minister, but may receive instructions from the elders
- 8) The successful candidate must agree to and pass a background check (paid for by the church)
- 9) This position is supported by an annual budget and Social Security is paid in standard fashion; salary will be paid monthly or semi-monthly as selected by the successful candidate; the church will pay the employer's portion of social security taxes; other tax obligations will be deducted from payroll checks subject to IRS guidelines
- 10) Where possible, job specific training will be provided alongside the outgoing Office Manager
- 11) Office hour dress is conservative office attire befitting a church atmosphere
- 12) The position will be open until filled.