

**Hebron Presbyterian Church**  
**Office Manager Position (12 hours per week)**  
April 2022

**1767 Route 30; Clinton, PA 15026**

The Office Manager is a paid position reporting to and supervised by the Pastor.

### **Financial Duties**

- Pay bills and record income under the guidelines established by the Treasurer and approved by the finance committee.
- Enter financial transactions in the accounting system under guidelines established by the Treasurer and approved by the finance committee.
- Reconcile all cash accounts monthly.
- Prepare the monthly financial statements for Session.
- Maintain giving records and produce annual statements as requested.
- Ensure timely and accurate payment of employees.
- Provide financial information as requested by Session committees.

### **Administrative Duties**

- Prepare the weekly worship bulletin and special services bulletins.
- Prepare the report for the annual congregational meeting and other reports as approved.
- Keep updated information on church membership and mailing lists.
- Manage mail, electronic and postal, and distribute to the appropriate persons.
- Answer the phone in a pleasant and professional manner that represents Hebron well.
- Listen to voicemail in a timely manner, responding as appropriate or forward to the appropriate person(s).
- Arrange for the service and maintenance of office equipment.
- Maintain an online calendar of church activities and building use.
- Maintain accurate and timely filing of church information.
- Maintain adequate office supplies.
- Order items for special services as directed by the Pastor.
- Work with communication committee to maintain and update bulletin boards.
- Maintain regular office hours during a minimum of two days per week as approved by the Pastor.
- Perform administrative duties assigned by the Pastor.

### **Qualifications**

The qualifications for this position include but are not limited to the following:

- Willing to work with the Pastor, church members and nonmembers in a positive manner that demonstrates the love of Jesus and builds up the church.
- Must pass Pennsylvania State Police Request for Criminal Record Check (Form SP-4-164), Pennsylvania Child Abuse History Clearance (form CY113), Federal Criminal History Background Check (with submission of fingerprints)

- Computer skills including use of Microsoft Office suite and ability to learn QuickBooks and other online software used by the church.
- Good organizational skills to maintain the filing system
- Understand basic bookkeeping concepts and able to use them
- Handle confidential matters in a professional manner
- Must read and abide by all the policies and procedures found in the Personnel Policies and Procedures Handbook. The employee must also sign and Employee Statement of Acknowledgement. The form and handbook will be provided upon employment.

**Status**

This position is for Twelve hours per week and subject to the Personnel Manual. Additional hours can be approved as needed by the Pastor in consultation with the Chairperson of the Finance Committee. This is a nonexempt position.

Interested Parties can contact Hebron Presbyterian church:

Phone: 724-899-2276

Email: [hebronchurch1767@gmail.com](mailto:hebronchurch1767@gmail.com)