

The Office Manager and Bookkeeper's Ministry with Lake Nokomis Presbyterian Church

As part of the Office Manager and Bookkeeper's annual review, please comment on the following areas of her work throughout this past year. Be specific. Give concrete examples. Describe what you have observed the Office Manager and Bookkeeper doing in these areas of responsibility. Consider questions such as: What have you noticed that you appreciate? What needs are being met or not met in these areas?

The personnel committee will collect your responses and use them to help write a report of the Office Manager and Bookkeeper's work at LNPC throughout the past year. You will not be quoted. Your responses will remain confidential. If there is a question or lack of clarity about what you have written, a member of the personnel committee may follow up with you.

<p>Hospitality Prompt and generous responses to e-mails and phone messages; provides accurate and helpful direction.</p>	
<p>Facilitation Works in support of Pastor, Director of Music and Creative Arts, and Session; available for support of church projects and programs; knowledgeable about functions of various groups/people of the church.</p>	
<p>Organization Maintains church calendar and records; ensures the ordering of office supplies as needed</p>	

<p>Communication Gathers and distributes information in a variety of formats in a timely manner; effective office coordinator; assesses needs and notifies responsible parties for building use/maintenance.</p>	
<p>Bookkeeping Works with Treasurer to accurately record individual giving; in a timely fashion, pays invoices, handles payroll and associated tax responsibilities.</p>	
<p>Self-Care Works appx 13 hrs/week; requests assistance when necessary; takes compensatory time for extra hours worked; exhibits balance between work/personal time.</p>	

Name _____

Date _____

*** Personnel Team: Sue Goodspeed, Amy Leafblad, Brian Rainey*

Position Description: Office Manager and Bookkeeper

Office

- Create and maintain effective administrative and office procedures.
- Manage a filing system, tracking incoming and outgoing correspondence and coordinating the flow of paperwork around the office.
- Maintain an orderly and welcoming environment, keeping office neat, and staying on top of office and building supplies and needs.
- Edit and produces weekly worship bulletins in coordination with the Pastor and Director of Music and Creative Arts.
- Maintain official Minutes of Session and the Congregation and accurate church records.
- Manage own time and congregation's "time" – anticipating upcoming events and needs (e.g, session meetings, giving statements, newsletter deadlines, etc).
- Oversee the church building's calendar and usage – scheduling multiple groups and individuals into building use, and communicating schedule effectively to users.
- Maintain strong communication with renters and building users and the Administration Team.
- Return phone calls and emails the same day they are received.
- Provide administrative support to pastor and music director as-needed
- Deal well with unexpected issues.
- Provide congregational communication through various forms of media, including: website maintenance, facebook, MailChimp, Hootsuite, and others, as well as traditional mailing, as requested by the Head of Staff.
- Gather information, compile, edit, produce and distribute a variety of church publications and notifications, using both electronic and physical formats.

Financial

- Work closely and collaboratively with the Treasurer.
- Provide accurate financial recordkeeping, including payroll, tax, and general fund bookkeeping.
- Manage cashflow and Payroll using Quickbooks and excel and provides monthly reports to Session through the Treasurer.
- Write checks and communicates closely with Treasurer as to account balances.
- Make monthly payments to IRS and MN Dept of Revenue; handles quarterly filing of IRS form 941 and year-end W-2 distribution.
- Perform other necessary and related work as may be requested.
- Maintain confidentiality of sensitive information.