

Office Manager
Presbytery of the Miami Valley

Classification: Part-time, non-exempt; 16 hours per week

DESCRIPTION OF THE PRESBYTERY OF THE MIAMI VALLEY

Our Mission Statement: The presbytery prepares, equips, nurtures, and connects congregations in their ministries for God's mission.

Our Vision: We envision a presbytery in which

- we celebrate authenticity and faithfulness,
- we are committed to honest and open interaction with one another,
- we support one another spiritually and materially.

In short, we envision a presbytery in which we are living out our covenant, and presbytery leadership is modeling this lifestyle on a daily basis.

Work we are doing:

- Building a common language of discipleship, mission, theology and community.
- Building a Presbytery-wide culture of abundance, call, connection, and collaboration.
- Developing, deepening and sustaining relationships within the Presbytery, the communities we serve and the larger church.
- Equipping congregations in their ministries for God's mission.

ROLE AND QUALIFICATIONS OF THE OFFICE MANAGER

Responsibilities

- I. General Administrative and Record Keeping
 - a. Oversee and coordinate the office operations, computer services, general administrative work, and purchasing of equipment and supplies.
 - b. Manage all external vendors.
 - c. Maintain the presbytery's calendar of meetings and events, and coordinate meeting requirements as necessary; coordinate the use of the Presbytery meeting space.
 - d. Ensure all presbytery information (directory, website, databases) are updated on a *weekly* basis and work with staff and presbytery leaders to gather data to keep all information up to date *such as recording commission, committee, and team rosters.*
 - e. Coordinate maintenance, replacement, and disposal of office equipment.
 - f. Perform routine administrative assistance to staff (mail, typing, filing, correspondence).
 - g. Assist in preparing materials for each presbytery meeting.
 - h. Assist the Stated Clerk in maintaining records, folders, and registers.
 - i. *Assist Stated Clerk in preparing year end packet (statistical report, financials, necrology report, etc.)*

II. Finance

- a. Process, record, and take action on incoming bills, receipts, and approved vouchers, ensuring that books are kept up to date.
- b. Make weekly deposits to bank.
- c. Manage payroll.
- d. Prepare 1099 forms (January).
- e. Maintain personnel file for audit (I-9, W-2, etc.).
- f. File Ohio Unclaimed Funds Report (annually by Nov. 1).
- g. Send *letter and* quarterly statements of giving to congregations with detailed information on connectional support, Synod per capita and General Assembly per capita. (working with Executive Presbyter and Stated Clerk)
- h. Prepare monthly financial report including detailed listing of contributions and payments to General Assembly, Synod *and Presbytery*.
- i. Work with Stated Clerk on matters related to the Board of Pensions.
- j. Work with Treasurer to prepare for yearly financial audit/review.
- k. Work with Treasurer to prepare year-end financial statements, tax documents and reconciliation documents.
- l. Interface with Treasurer and Chair of the Board of Trustees as necessary.
- m. Maintain all records according to records retention policies.
- n. Destroy files based on records retention policies.
- o. Contact church hosting presbytery meeting to coordinate Hunger Meal offering.
- p. Keep track of land contracts on sold churches. Obtain proof of insurance document from churches.
- q. *Shall be bonded.*

III. Communications

- a. Work with staff to promote presbytery events using electronic and print communication.
- b. Assist staff in creation of digital and print newsletters, presbytery meeting presentations, social media announcements, constant contact notices, etc.
- c. Prepare special flyers or presentations for meetings and presbytery events as requested by staff and presbytery leaders.
- d. Answer phone, greet members and visitors, and represent the presbytery to visitors.

Abilities:

- Integrity
- Trustworthiness
- Maintain confidentiality
- Listening
- Collegial
- Highly collaborative

- Sense of humor
- Vibrant personal faith
- Adaptive capacity

Skills:

- Strong communicator
- Detail oriented
- Organized
- Gifted administrator
- Basic accounting functions (A/P and A/R)
- Typing and data entry
- Proficiency with digital technology including Microsoft Office Suite, SharePoint, Constant Contact, accounting software and Zoom.

Relationships:

- Work collaboratively with all staff and leaders of the PMV, supporting the presbytery and its churches.

Accountable to:

- *The Office Manager is accountable* to the Executive Presbyter, as head of staff, for the performance and review of assigned responsibilities.