

First United Presbyterian Church of Las Vegas, N.M.  
Office Manager Description  
02/11/2021

### Job Summary

The primary responsibility of the Office Manager is to oversee and manage the day to day business operations of the First United Presbyterian Church of Las Vegas, N.M. (FUPC). The Office Manager will be the “face of the church” and contact person for the congregation, local community and vendors. The Office Manager works closely with the pastor, church staff members, congregation members and leaders to support the mission and ministry of FUPC. The office manager is supervised by the pastor and supervises the Custodian and any office volunteers.

### Hours

20 hours/week, 8:30 am to 1:30 pm. Monday-Thursday. When the workload (assigned by Pastor) require more than 20 hours/week the time will be used as future paid time off (comp time) and authorized by the pastor.

### Benefits

Pay is dependent on experience from \$15 to \$18/hour. 40 hours a year are accrued for vacation and 2 hour/month sick leave. There are 11 paid holidays a year. Pay after Income tax, Medicare and FICA are deducted is direct deposited twice a month.

### Essential Duties

- Manages church office operations
- Receives and responds to visitors, correspondence, phone calls, and emails
- Produces and distributes regular church publications (Sunday bulletins, monthly newsletter, annual report, church directory, and weekly Happenings)
- Coordinate church calendar
- Provides timely communication to the congregation and local community
- Does bookkeeping and data entry for all church finances
- Writes checks, and balances accounts
- Oversees usage of and access to the church facility
- Maintains church records and reports, both paper and electronic
- Manages the inventory of equipment and supplies for the office and church building
- Provides clerical support for Pastor and committees
- Supervises the church custodian and office volunteers

### Qualifications

- Proven work experience as secretary or administrative assistant
- Familiarity with office organization and high degree of multi-tasking and time management capability
- Integrity and professionalism, ability to protect confidential information
- Excellent written and verbal communication skills, some experience with diverse populations of people
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Publisher), willing to learn Mail Chimp, accounting software (Church windows) and on line giving software (Vanco)
- Working knowledge of office equipment
- Analytical abilities and aptitude for problem solving
- High School diploma is a minimum