

Church Office Manager/administrator

This is a part time position with full time possibilities.

The ROCK (Portland Indiana) is a contemporary church with a casual environment and a serious faith. Our mission statement is “Fully Connecting People With God And With Each Other.”

We are seeking an Office Manager/Administrator. This person would be a devoted follower of Jesus Christ. This person must be able to mesh with the current staff, be a dependable self-starter, and have accounting, computer and office management skills.

The main duties of The ROCK Office Manager are split into Financial Management and Office Management. They include but are not limited to the following:

Financial Management

- Works with ROCK Church Treasurer
- Keeps track of all obligations
- Processes checks for payment of obligations
(officers sign, treasurer does payroll)
- Updates ACS (church database)
- Safeguards all deposits (tithe, offering, special)
 - insuring proper counting procedures
 - coordinating with bank
 - overseeing volunteers
- Helps prepare and Tracks the annual budget
- Responsible for general bookkeeping
- Prepares reports
- Participates in weekly staff meetings

Administrative Management

- Supervises all office volunteers
- Manages correspondence
 - oversees incoming and outgoing mail/distribution
 - in charge of monthly newsletter
- Responsible for weekly church bulletin
- Coordinates and mails volunteer schedules
- Manages office use schedule & equipment rental
- Coordinates office maintenance/cleaning schedule
- Maintains office supplies & stock
- Updates church announcements and table quads

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The Senior Pastor is the direct supervisor of this position.

This position is required to report to the ROCK Leadership Team and attend monthly Leadership Team Meetings as needed.

If you feel this position is for you, please email your resume and a short description why you feel you are the perfect person for this job to: staffing@therockjc.org