

Church Office Manager

Poplar Springs Baptist Church
1106 Poplar Springs Church Road, Shelby NC 28152

Job Details

Type: Full-Time

Reports To: Personnel Committee

Description

Poplar Springs Baptist Church in Shelby, NC, seeks a highly motivated individual to fill the role of full-time Office Manager. This position will manage the daily operations of the church, manage church communication, prepare financial records including weekly tithes, accounts payable and payroll functions, maintain the schedule of events, and keep accurate records. We are looking for a candidate who can manage multiple tasks and look for opportunities to evaluate processes for improvement. The Office Manager builds relationships with the local community and church members and supports other church staff in carrying out the vision and mission of Poplar Springs Baptist Church. Church membership is not required to hold this position. **If you are interested in this position, please send a cover letter and resume to psbcpersonnelcommittee@gmail.com.**

Poplar Springs Baptist Church in Shelby, NC, is a vibrant and growing church. We have an average worship attendance of 225 and a staff of five employees.

Responsibilities

- Managing daily operations and maintaining office supplies and records.
- Paying bills and recording church finances.
- Assisting in budget creation and oversight of payroll.
- Assisting with church communications and publications.
- Handling the rental of church facilities.
- Building and maintaining relationships with the congregation and community.
- Supports other staff as needed.

Requirements

- Financial software experience a must - book keeping, accounts payable, payroll. Church currently uses PowerChurch. Knowledge of specific system not a requirement but ability to learn system required.
- 2 years' office or administrative experience. Prior work in church administration is preferred.

- Ability to keep confidential sensitive information.
- Excellent communication and interpersonal skills.
- Strong computer skills and ability to operate office equipment.
- Ability to handle stress and problem solve.

Pay: \$15-\$17 per hour based on experience

Benefits:

- Health Insurance
- Life Insurance
- Disability Insurance
- Paid vacation and sick leave
- Retirement

Schedule:

- Day shift
- Monday to Friday

Experience:

- Office: 2 years (Preferred)
- Microsoft Word: 2 years (Preferred)
- Microsoft Excel: 2 years (Preferred)

Work Location: In person