

Book                    Poplar Springs Baptist Church Policy Manual

Section                3000 Personnel Policies

Title                    Office Manager/Bookkeeper Job Description

Number                3430

Authority              Article V Section 1 of the Church By-Laws  
Personnel Committee Handbook

Adopted                Personnel Committee Handbook adopted September 14, 2014

1. The Office Manager/Bookkeeper reports to the Personnel Committee.
2. The Office Manager/Bookkeeper shall have the following daily and weekly duties:
  - A. Check mail, voicemail, and email.
  - B. Post invoices into Power Church.
  - C. Enter contributions into Power Church.
  - D. Complete deposits and take to bank.
  - E. Complete Financial report the bulletin.
  - F. Email Personnel Chair with hourly staff hours or staff fill-ins to be paid.
  - G. Cut checks and contact Finance Chair and Treasurer to sign checks.
  - H. Distribute payroll checks.
  - I. Print, fold, label, stamp, and seal newsletters. Take to Post Office.
  - J. Complete, print, fold, and distribute bulletins.
  - K. Coordinate Family Life Center applications and notify appropriate staff when involved.
  - L. Back up all records.
3. The Office Manager/Bookkeeper shall have the following Wednesday night meal procedures, September through May:
  - A. Complete Wednesday night meal list.
  - B. Keep correct change in money box.
  - C. Print to-go and alternate meal tickets.
  - D. Count and deposit money.

- E. Post to Power Church.
4. The Office Manager/Bookkeeper shall have the following monthly duties:
    - A. Pay NC withholding tax that is due by the 10<sup>th</sup>.
    - B. Pay Federal 941 tax withholding that is due by the 12<sup>th</sup>.
    - C. Pay Property Upkeep.
    - D. May payment to the Greater Cleveland County Baptist Association.
    - E. Pay Baptist State Convention.
    - F. Pay Cooperative Baptist Fellowship of North Carolina.
    - G. Pay Minister of Youth and Children health insurance reimbursement that is due at end of the month.
    - H. Re-index drives on Power Church at end of month.
    - I. Reconcile all bank statements.
    - J. Make folders for new month's records.
    - K. Print reports for all meetings.
  5. The Office Manager/Bookkeeper shall have the following quarterly duties
    - A. Complete and file by mail Fed. 941 quarterly report that is due by the 20<sup>th</sup> of month that follows the close of the quarter.
    - B. Calculate and post Certificate of Deposit to spreadsheet and Power Church.
  6. The Office Manager/Bookkeeper shall have the following yearly duties:
    - A. September: Purchase desk and hallway calendars.
    - B. September: Order adult and children contribution envelopes.
    - C. October: Fill out and file NC Baptist Association Annual Report.
    - D. November: Purchase W-2's, W-3's, 1099's, and 1096's.
    - E. January: Fill out W-2's, W-3's, 1099's, and 1096's.
    - F. Complete and file Church Mutual Annual Insurance Report.
    - G. Update phone tree.
    - H. October: Post new church year budget in Power Church.
  7. The Office Manager/Bookkeeper shall have the following duties as needed:
    - A. Keep records, make deposits, and payments for of Adult Choir Retreats, Adult Handbell Retreats, Caswell Retreats, and Mission Trips and other church organizations.
    - B. Oversee debit card purchases.

- C. Oversee keys to buildings.
  - D. Order office supplies.
  - E. Order WMU and GA materials.
  - F. Send letter of acknowledgement for memorial gifts.
  - G. Send phone tree messages.
  - H. Copy and distribute time reimbursement sheets.
  - I. Print CARE cards, Family Life Center applications, Family Life Center policies, Triple L schedules, and other documents.
  - J. Post events to hall calendar.
  - K. Make membership changes as needed.
  - L. Fill out required forms for new employees.
  - M. Type for the pastor.
  - N. Arrange phone coverage during absence.
8. The Office Manager/Bookkeeper shall have the following duties at the end of the church year:
- A. Compile yearly lists such as: Wednesday night menu schedule, Wednesday night worker schedule, homeless shelter schedule, Sunday School fellowship schedule, Shut-in list, Ballot for Election of Deacons, Budget, Officers and Teachers, Deacon Families, Deacons, Deacon of the Week, Welcome Committee, Little Folks Team.
9. The Office Manager/Bookkeeper shall have the special project of cemetery plot labeling.