

PEOPLES CONGREGATIONAL UNITED CHURCH OF CHRIST
POSITION DESCRIPTION
OPERATIONS MANAGER

SCOPE AND BACKGROUND

The Operations Manager reports to the Minister or in the absence of the Minister the Senior Associate, and manages church operations in concert with the institution's mission and values. The position requires excellent interpersonal skills, the ability to manage multiple tasks and projects, maintain confidential information, and establish effective communication and productive relationships with church staff, vendors, members and boards of the congregation, and within the community. Must be highly proficient in using technology to produce work products, specifically Microsoft Office Suite software; have experience in office, personnel, property, and program management; and a basic understanding of financial management, property management, computer network principles, and the ability to coordinate the update and the maintenance of the church's technology infrastructure.

QUALIFICATIONS

The position requires a bachelor's degree or a combination of education, training, and experience that qualifies them for the position. In addition, the Operations Manager must have the following:

- Ability to communicate tactfully and courteously with people of varied backgrounds, both orally and in writing
- Ability to plan, organize, coordinate, and set priorities using skills in independent judgment and decision making in order to meet deadlines and effectively serve church members and the community
- Knowledge in providing oversight to diverse staff and volunteers with differing levels of education and experience
- Knowledge of and experience in negotiating administrative matters
- Skill and experience with community-based organizations and nonprofits
- Fluency in English is required; The ability to speak Spanish or a second language is desirable
- Ability to effectively manage the operations of a church or similar organization
- Skill and ease in operating a personal computer, knowledge of database management principles, and ability to use technology, including the internet, to perform church administrative tasks, such as research, purchasing, or other electronic commerce activities.

RESPONSIBILITIES

Financial Management

In concert with the Financial Secretary, Treasurer, and the Board of Trustees:

- Provide oversight and acts as a resource for the church's on-site bookkeeper/accountant
- Manage distribution and mailing of church payments to vendors, employees, and others and periodic giving statements or correspondence from the Board of Trustees
- Manage time and attendance reporting for payroll
- Ensure the collection and use of information for payroll accounting, and tax reporting, such as W-4 and W-9 Forms
- Manage distribution or mailing of tax reporting files
- Assist in collecting information and providing input to the Trustee Board for formulation of the annual church budget
- Monitor expenses with regard to budget limits and guidelines and assures that accounting transactions have been correctly posted to the proper budget line items in the accounting system
- Notify bookkeeper and/or designated trustee of corrections that need to be made to accounting system to assure that the church's financial reports are updated with accurate information.
- *Manage the receipt of offerings, contributions, and payments received during the week and ensure they are relayed to the Trustee Board or Accountant for inclusion in weekly accounting.*

Church and Office Management

Assist with the development and implementation of an annual operations plan, including administrative policies and procedures, and cost control policies and procedures, these include but are not limited to:

- Manage church office administration, including budgeting and strategic initiatives
- Train, organize, assign, and supervise volunteers for administrative office work
- Interview and assist in selection of administrative and janitorial/security staff
- Assign, supervise, and evaluate janitorial/security staff on behalf of the Board of Trustees
- As the chief purchasing agent for the church, negotiate and manage contracts with vendors for office supplies, cleaning supplies, and equipment necessary to the effective functioning of the office.
- Manage and administer office equipment and mail
- Supervise clerical and facility property management staff and/or volunteers
- Ensures that backup clerical support is provided when needed, including typing and printing orders of worship and programs for church services and activities and ministerial correspondence
- Establish procedures to ensure that the church office has adequate coverage and runs smoothly

Technology and Data Management

- Coordinate computer network maintenance and file management and backup, working with IT professional
- Manage central church membership database, updating the database with revised membership information as it is received, and relaying the updated information to the Board of Trustees, Administration Committee.
- Oversees the church website and ensures that updates and enhancements occur on a regular basis by supervising the church webmaster

Facilities and Property Management

- Assures that periodic inspection of facilities occur for proper cleaning, maintenance and security
- Coordinate facility use operations;
 - Oversee facility scheduling
 - Schedule and coordinate attending personnel for facility use activities
 - Administer facility use contracts, including collection of fees based on facility use fee schedule when necessary
 - Adhere and enforce facility use policy and procedures
- Serve as contact and staff coordinator for facilities projects
- Ensure proper preparation of church rooms for worship services, special events and programs, including sound room, furniture arrangement, special equipment
- Ensure that the staff office suite and surrounding area are appealing, both as a workplace and a reception area

Other duties as assigned

Peoples Congregational United Church of Christ is an Equal Opportunity Employer.

Compensation: \$60,000 plus benefits, including employer-paid medical, dental, vision, and life insurance.