

OFFICE ADMINISTRATOR JOB DESCRIPTION

Overview

Full-time hourly position reporting to Regional President

Summary

The Office Administrator will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness and efficiency. The Office Admin is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control and office staff. The successful office admin is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting a team of diverse people and district churches.

Duties and Responsibilities

General Office Administration

- ◆ Office Equipment – copier, shredder, folding machine,
- ◆ General correspondence as needed (mail processing, government, pastors, etc.)
- ◆ Office organization – supply closet & files
- ◆ File maintenance and supervision, hardcopy and/or electronic (on Google Drive)
- ◆ Supplies inventory tracking and ordering
- ◆ Miscellaneous duties as assigned by ministry staff

Financial or Tax-related

- ◆ Record keeping and reporting in QuickBooks)
- ◆ Payroll, full-time staff (15th & end of month) and hourly staff (5th and 20th)
- ◆ State and federal payroll end of year forms: W2s, 1099s, etc.
- ◆ Payroll taxes; monthly deposits and quarterly filings (state and federal)
- ◆ Insurance plans (health, workers' compensation and property)
- ◆ Compile annual workers' compensation audit
- ◆ Assist in budget planning, including preparing budget worksheets
- ◆ Monitor cash flow and process necessary transfers from reserves
- ◆ Reconcile monthly bank statement & credit card processing
- ◆ Oversee bank deposit
- ◆ Coordinate with Treasurer for monthly/quarterly investment activity to record
- ◆ Oversee tax exempt group with State of California
- ◆ Communicate with Converge for tax exempt group with IRS, for office & on behalf of churches
- ◆ Monitor and maintain property tax exemption documents
- ◆ File government paperwork as required: SI-100 with Secretary of State every other year; welfare exemption with county annually; etc.

Communication and Support

- ◆ Manage emails, letters, packages, phone calls and other forms of correspondence
- ◆ Maintain FileMaker database for donors, churches, staff member, etc.
- ◆ Group emails to pastors, registrants, retreat groups, etc.
- ◆ Reminders emails for upcoming meetings for teams, Overseers, etc.
- ◆ Converge information maintenance, via monthly online report and/or contact with Converge staff
- ◆ Website maintenance & communicating with Converge's staff for changes, troubleshooting, etc.
- ◆ Proof and send out monthly prayer calendar in coordination with coworker that drafts it
- ◆ Monthly church receipt/letter - create content and email churches
- ◆ Mail donation receipts monthly and at the end of the year
- ◆ Oversee Facebook page to share church content, events, Converge content, etc.
- ◆ Assist donors via email and phone, as needed
- ◆ Attend quarterly district Board of Overseers meeting and record minutes
- ◆ Prepare agenda for monthly staff meeting
- ◆ Oversee quarterly Dialog e-newsletter; gather content, compile and distribute (via MailChimp)
- ◆ Manage agendas, travel plans and appointments for Regional President

Facilities & Landlord

- ◆ Routine maintenance: septic tank treatment, water filter changing
- ◆ Oversee unplanned repairs, as needed: plumbing, heating/air, sprinklers, etc.
- ◆ Vacuum/clean as needed
- ◆ Act as point of contact for tenant
- ◆ Monitor tenant lease payments and CAM fees
- ◆ Monitor lease expiration and schedule renewal discussion

Events *(to be done alone or in coordination with Event Coordinator and/or Regional President)*

- ◆ Meet with Women's/Men's Team or with other staff involved in event's planning
- ◆ Schedule location and/or host church
- ◆ Schedule lodging or hotel accommodations, if needed
- ◆ Schedule meal functions and/or food service arrangements
- ◆ Coordinate room set up and tech needs with venue or host church
- ◆ Coordinate with speaker; contract, travel, lodging, etc.
- ◆ Coordinate promotional materials (creation, printing, distributing)
- ◆ Set up online registration form
- ◆ Set up website event page
- ◆ Promote event on Facebook or via email, as needed
- ◆ Registration (both pre-registration and onsite check-in)
- ◆ Produce and assemble program materials
- ◆ Print and assemble name tags
- ◆ On-site coordination
- ◆ Honorarium checks and thank you notes
- ◆ Lodging/hotel bill reconciliation and payment
- ◆ Reimbursement checks to appropriate people
- ◆ Process evaluation survey responses and produce summary
- ◆ Process and distribute offering (for Women's/Men's Retreats)
- ◆ Coordinate assembly of items handed out upon arrival
- ◆ Maintain electronic and financial files for events
- ◆ Additional tasks for Biennial Meeting event (every other year):
 - ◆ Consult with church on registration and meal functions (for Biennial Meeting)
 - ◆ Produce all financial reports-general, budget, Women's/Men's Retreats (for Biennial Meeting)
 - ◆ Solicit reports and produce biennial report booklet (for Biennial Meeting)
 - ◆ Assemble district calendar for booklet (for Biennial Meeting)
 - ◆ Coordinate onsite support staff for biennial meeting execution (for Biennial Meeting)