

OFFICE MANAGER, First Presbyterian Church at Caldwell, 326 Bloomfield Ave, Caldwell NJ • <http://www.firstprescaldwell.org/>

The **First Presbyterian Church at Caldwell** is a vibrant and active church with more than 700 members of all ages. We have a current need for a full-time Office Manager. As the first point of contact for all members and visitors to the church office, the Office Manager is an integral part of the ministry and key staff member. The Office Manager maintains a welcoming environment in the Church Office while providing administrative support to the Senior Pastor. This position will also work collaboratively with other church staff, committee leaders, and volunteers.

Primary Responsibilities

- Provide administrative support to staff, committees, and congregation.
- Greet visitors, answer phones, and create a welcoming environment.
- Record all incoming monies, pay congregational bills and maintain related records.
- Prepare and complete weekly bank deposits.
- Maintain member contribution records and coordinate pledge mailings and giving reports.
- Prepare general communications to the congregation and individual members.
- Maintain master church calendar and assist with follow up on meeting deadlines.
- Actively participate in weekly staff meetings and keep the staff apprised of requests and needs.
- Coordinate monthly communion servers and weekly greeters.
- Prepare Session Packets for monthly Session Meetings and prepare monthly reports for Committees.
- Prepare weekly bulletin.

Requirements

- 5-7 year's administrative experience preferably in a church or non-profit organization
- Excellent communication and interpersonal skills
- Experience in accounting and/or bookkeeping
- Ability to handle multiple priorities – good time management skills
- Proficient with Microsoft Office Suite, Publisher, and QuickBooks
- Experience in dealing with confidential and sensitive matters
- Honor the core values and beliefs of the Presbyterian community of faith

Compensation

This is a full-time position. Compensation will be based on qualifications and experience. Benefits included. Background check and references required.

How to Apply

Send resume **including salary requirements** to: resume@firstprescaldwell.org. Please put OFFICE MANAGER POSITION in subject line.

November 30, 2017