

**RED LANE BAPTIST CHURCH**  
**STAFF JOB DESCRIPTION**

**Job Title:** Office and Accounting Manager

**Job Reports to (title):** Pastor

**Exempt or Non-Exempt<sup>1</sup>:** Exempt / Full Time

**Job Directly Supervised:** (titles/number) Staff Assistant/Receptionist; Church Custodian

**Basic Purpose:** Provide managerial support to pastor and staff to include office management, administrative support, operational support, planning assistance, financial support and automation support. Serve as the single point of contact for church business and activities. Oversees the accounting and financial activities of the church.

**ESSENTIAL RESPONSIBILITIES:**

Note: Time percentages are estimates.

**OFFICE MANAGEMENT:** (30% of Time)

Plan, direct, and guide office workflow and efficiency to include supervision of the part-time secretary/receptionist

**ADMINISTRATIVE:** (15% of Time)

Provide secretarial administrative support to staff to include:

- Prepare correspondence, minutes of weekly staff meetings, distribution of incoming mail, email, and phone calls.
- Maintain general office files and record keeping to include business records and membership records.
- Maintain personnel and payroll files to include leave records, benefits records, and pay records. Coordinate annuity program for full-time staff.
- Prepare or coordinate publications to include calendar, newsletter, bulletin, special mailings, and advertising requirements.

**OPERATIONAL:** (15% of Time)

Provide office operational support to include:

- Provide repository and information point of contact for church policies and organization.
- Be a Liaison to staff, deacons, committees, Church Clerk, congregation, and volunteers.
- Maintain contact information on all essential personnel. Notify essential personnel of illness, death, or needs of congregation.
- Maintain insurance requirements and risk management efforts.
- Coordinate use of facilities, vehicles, and equipment to include key control.
- Review annual legislative changes for impact on church operations.
- Identify need and requirements of procurement actions. Coordinate with potential vendors and contractors.
- Provide supervision of the church custodian.

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<sup>1</sup> Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

### **PLANNING: (10% of Time)**

Provide planning input on:

- Provide input in the development and maintenance of the Church's vision, strategic planning, growth expansion, capital finance campaigns, and goals and objectives.
- Assist staff in problem solving efforts.
- Explore professional development opportunities for self and staff.

### **AUTOMATION: (5%of Time)**

Provide office automation support including:

- Select, maintain, and update church hardware, software, peripherals, and office equipment.
- Train staff in the use of automation equipment and software.
- Maintain automated accounting system and off-site back-up of databases.
- Provide internet research assistance and coordinate with Webmaster.
- Proponent for automated accounting processes.

### **FINANCE (25% of Time)**

Provide financial accounting management including:

- Manage collection, recording, processing, and disbursement of all church monies. Reconcile bank records.
- Conduct daily financing and accounting procedures to include banking transactions, accounts receivable/payable, and payroll.
- Prepare and process year end financial reports, quarterly/yearly giving statements, and tax forms and filings.
- Focal point for budget preparations and audits. Prepare budget and finance reports and attend committee meetings.

## **QUALIFICATION REQUIREMENTS:**

**To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist<sup>2</sup> are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.**

### **Education and Experience**

- Minimum High School/GED; some college preferred
- Formal training or 3 years practical experience in business administration, financial management, and accounting processes.
- Proven managerial and supervisory skills
- Experience in church work is preferred

### **Skills and Knowledge**

- Have a personal relationship with Christ
- Be knowledgeable in the theology, philosophy and history of RLBC
- Must be able to efficiently manage and prioritize tasks in a pressure-filled, fast-paced environment
- Must exercise discretion and maintain confidentiality regarding church business
- Excellent oral and written communications skills
- Conduct, demeanor, and dress must be appropriate to the business and ministry of the church
- Pursue personal and professional growth
- Sound judgment & decision-making ability
- Unquestionable integrity, loyalty, and dependability

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<sup>2</sup> Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.

- Maintain a servant's heart
- Work cooperatively, efficiently and effectively with a variety of individuals
- Ability to work independently
- Excellent organizational skills
- Ability to construct and maintain schedules
- Ability to train and supervise personnel
- Ability to diffuse and manage volatile and stressful situations.
- Have an excellent command of the English language
- Flexibility
- Leadership skills
- Advanced knowledge Windows operating systems and Microsoft Office suite
- Ability to quickly gain proficiency with ACS Software, MediaShout, and other software programs