

**Business Associate / Office Manager
(Full-time, Exempt, Support Staff)**

Opening Available: Sept. 9, 2021

Reports To: DFBC Pastor of Discipleship and Administration

Principal Function: The Business Associate / Office Manager is responsible for providing administrative, logistical, leadership and communication support to the Pastor of Discipleship and Administration in the accomplishment of his pastoral responsibilities, and is responsible for the orderly and timely day-to-day financial and accounting functions of the church.

Duties and Responsibilities: The Business Associate / Office Manager will...

- Handle all the personal and ministry correspondences and records for the Pastor of Discipleship and Administration
- Serve as the church notary/church clerk
- Make deposits, records and reports of all church receipts.
- Maintain all personnel files and records.
- Serve as the church bookkeeper, responsible for the purchase order system, disbursements, banking, and financial reporting.
- Be responsible for the payroll, related deductions and records, year-end forms and reports, and the distribution of paychecks.
- Assist in the preparation and presentation of the budget, and assist with membership inquiries.
- Enter all contribution records into the computer on a timely basis, sending quarterly and annual statements to the church members.
- Answer all inquiries from members regarding their contributions.
- Process all correspondences for memorial gifts.
- Be responsible for the distribution of all offering envelopes.
- Assist in all church programming sign-ups, lists, reservations, and tickets.
- Be responsible for the inventory and purchasing of paper and office supplies. Maintain the church's key inventory, key check in/out, and distribution/collection of keys.
- Be the manager of the copy machine and postage (meter or stamps).
- Coordinate and communicate requests for phone system maintenance and improvements.

- Assist as needed for the following committees, programs, and ministry areas: Finance Committee, Tellers, Properties Committee, Food Services / Hospitality Committee, Flower / Decoration Committee.
- Assist with phone and receptionist duties as needed.
- Oversee facilities reservations / events calendar
- Coordinate with custodial/maintenance/moves/setup team regarding day-to-day operations
- Accept other appropriate duties as assigned by the supervisor or Pastor.

Personal: The Business Associate / Office Manager will...

- Maintain a close and personal walk with the Lord, being a role model of Christianity for the church and community.
- Abide by the policies, procedures, conduct, and performance presented in the Church's Personnel Handbook.

Qualifications

- Must be a Christian in agreement with the doctrine and philosophy of DFBC, preferably a member of DFBC.
- Background in accounting
- Strong written and verbal communication skills.
- Excellent work ethic.
- Able to keep confidentiality and handle sensitive information in a discrete and professional way.
- Able to multi-task and work in a fast-paced environment.
- Pleasant and proactive working demeanor and attitude
- Takes initiative and is a good team player
- Proficient in Office and use of the computer to quickly learn new platforms of databases and service platforms (including Google).

Pastor of Discipleship and Administration Date

Business Associate / Office Manager Date

HR Contact: Brance Barker, brance_barker@duncanvillefbc.org