PENN CENTRAL CONFERENCE UNITED CHURCH OF CHRIST
POSITION DESCRIPTION

Office Manager

The Office Manager provides essential support services primarily to the Conference Minister and Conference operations. The Office Manager is a member of the office staff, hired by and directly responsible to the Conference Minister.

QUALIFICATIONS

The Office Manager shall possess the necessary administrative skills and organizational skills to fulfill the responsibilities listed above. A working knowledge of financial systems and processes (e.g. Servant Keeper), computer skills -- including Microsoft Office Package (Word, Outlook and Excel), and should be willing to learn new computer skills necessary to enhance competency in this position. The Office Manager may also be assigned supervisory responsibilities for administrative office staff.

RESPONSIBILITIES

Financial Management **(60%)**

1. Prepares deposits
2. Enters checks into database
3. Prepares payables
4. Tracks receipts and payments of conduits
5. Assists in preparation of materials requested by auditors
6. Maintains files for payables and receivables
7. Works closely with Accounting Firm, bankers, auditors and other financial Partners to facilitate Conference related financial business
8. Payroll input as needed
9. Track online registration and payments (e.g. for Hartman Center events)
10. Generate reports, as requested (e.g. OCWM summary data)
11. Prepare and distribute year end giving statements to individuals, churches and the National setting
12. Working closely with the Board Finance Committee chair and Conference Minister to provide updated financial data

Provide and oversee administrative support to the Conference operations and Conference Minister, as directed, including: **(20%)**

a) Handling correspondence and email
b) Maintaining files (e.g. Servant Keeper database)
c) Coordinating the Conference Minister's calendar

d) Maintain personnel files, including record of staff salary, vacation time taken, etc.
e) Serves as back-up to receptionist

Assists with organizing Conference meetings**: (15%)**

a) **PCC Annual Meeting** duties include:
    1. Issuing call to Annual Meeting, prepares online registration and assists with meeting location logistics
    2. Preparing Advance Reports, OCWM certificates, etc.
    3. Coordinating Board of Directors meeting and logistics for exhibits, displays and workshops
    4. Preparing and coordinating clergy and congregation special events: necrology report, clergy and congregation anniversaries, retired clergy and other special recognition materials
b) **Board of Directors** meeting duties include:
    1. Coordinating meeting locations and schedules
    2. Working with Moderator and Conference Minister to prepare meeting agenda
    3. Maintaining minutes and other meeting documents. Work with Generosity/Communication staff person to update Board of Directors page on the PCC website
c) **General Synod** biennial meeting duties include:
    1. Delegate and Conference staff registration and housing, coordinate pre- General Synod delegate meetings and communications
d) **Conference-related Commissions, Ministry Teams and Hartman Center**
    1. Assists with coordinating the nominating process for the Nominating Committee
    2. Work closely with Hartman Center and UCCR staff with billing, payments and overall financial records
    3. Coordinate annual Retired Clergy and Annuitant Visitor Luncheons
    4. Assist with coordinating logistics for Mid-Winter Clergy Convocation
    5. Assist with scheduling ZOOM meetings, as requested

Prepare and maintain pastoral and church records **(5%)**

a) Assists other administrative staff with making updates to pastoral changes including standing and address changes in Servant Keeper and the UCC Data Hub
b) Responds to inquiries from pastors and churches, as needed.
c) Prepares tax exempt letters when requested
d) Works with the Communications and Generosity Director to prepare, maintain and distribute an annual directory of clergy and congregations

The Office Manager shall accept any additional responsibilities assigned by the Conference Minister.