

Office Manager

Alpharetta Presbyterian Church, Alpharetta Georgia

Status: *Hourly/Non-Exempt*; Typically 25 hours per week on-site

Supervision: This position is supervised by, and reports to Senior Pastor

Responsibilities include but are not limited to:

- **Human Resources:**
 - Onboard/Offboard employees including offer letters, I-9s, tax forms; provide credit card, keys, SharePoint, website, REALM training; computer/email set-up, etc.
 - Communicate to Board of Pensions/Presbytery/Payroll Vendor as appropriate, including Terms of Call and Statistical Report
 - Facilitate Personnel questions
 - Ensure church record keeping in an orderly fashion including job descriptions, as well as policies for all committees
 - Maintain Paid Time Off (PTO) spreadsheet
 - Ensure all staff are in compliance with church personnel and child safety policies, background checks, etc.
 - Maintain personnel records
 - Manage 403b, mileage, FSA updates to staff and payroll records
 - Rep for Board of Pensions
 - Responsible for benefits administration and communication of new benefits/labor regulations or changes to Personnel Committee and employees
 - Employee relations and ensure annual reviews are completed
 - Ensure/approve weekly timesheet collection and communicate to Finance Director
 - Coordinate with dayschool on personnel related matters
 - Maintain/Update Internal Labor Law Postings for Current Employees
 - Arrange staff lunches/teambuilding as appropriate
 - Attend/lead weekly staff meetings
- **Insurance:**
 - Facilitate Coverage questions and renewals for church including liability, auto and workers compensation insurance
 - Vendor & Property User Certificates of Insurance – review/update as needed and act as point of contact for internal questions
 - Assist finance director with annual workers' compensation audit
 - Point Person for claims for all types of insurance
- **Office Equipment and Information Technology (IT):**
 - Copier/cell phone/office telephones set-up and troubleshooting
 - Point of contact for contracts for phones/internet/IT
 - Basic IT Troubleshooting;
 - Responsible for IT purchasing and inventory
 - Coordinate with AV Personnel

- **Credit Card Compliance:**
 - Review/approve credit card charges by office/property staff
 - Annual questionnaire to ensure compliance with VANCO credit card processor's standards and practices.
- **File annual State of Georgia corporation documents**
- **Manage Office/Supervise administrative, communications, and property staff.**
- **SharePoint and REALM:**
 - Organize and maintain files
 - Train staff
- **Assist property staff with key cards, cameras, project schedules, annual MOUs, vendor contracts, COIs, etc.**
- **Assist Finance Director as needed/Serve as back up**

Characteristics and Qualifications:

1. We seek a person of great integrity who is organized, a self-starter, problem solver, dependable, cooperative, attentive to detail and supportive of the church's mission.
2. An Associates or Bachelor's degree from an accredited college or university is required as is proficiency with the latest computer software, internet and research skills.
3. Have at least 2 years of Office Manager/Human Resources experience.
4. Successful completion of a criminal records/child abuse background check is required.