



Office Manager Job Description

Title: Office Manager

Reports To: Senior Minister & Associate Minister

Classification: Full Time, Non-Exempt (Hourly)

Summary

The Office Manager supports Seattle Unity in day-to-day functioning through general office, financial, program and other administrative support. The Office Manager maintains a positive working environment through organization and support of the Senior Minister, Associate Minister and other staff. The Office Manager is a team player who seeks ways to enhance Seattle Unity through serving staff, congregants, volunteers and the overall functioning of the spiritual community.

Job Responsibilities

- Serves as the first point of contact, greeting visitors, responding to phone and email messages for the Seattle Unity general phone line and inbox.
- Maintains and updates the congregant database and mailing list, including the membership status, contact information, and notification preferences.
- Manages podcasts and videos, maintaining Seattle Unity's media library and posting to Seattle Unity's website.
- Maintains Seattle Unity's website with weekly updates and coordinates social media posts; updates calendar of events and activities.
- Prepares and publishes monthly e-news.
- Prepares, schedules, and publicizes services, events, and activities via text and other notifications.
- Prepares, or has prepared, printed materials for special events and services.
- Prepares the weekly deposit, including: preparation of cash receipt journal, records and maintains donor information, processes and tracks credit card transactions. Complete weekly bank deposit.
- Enters payroll information and changes with Seattle Unity's payroll company.
- Works with the bookkeeper to prepare monthly and annual financial reports.
- Files annual reports with Unity Worldwide Ministries, locally, and with the state to maintain non-profit status.
- Prepares and sends year-end donation letters to donors.
- Coordinates IT maintenance and updates with IT contractors.
- Completes background checks for volunteers and new staff, as needed.
- Sets-up and manages events in Brown Paper Tickets, Meetup, and other sites, as needed.
- Assists with preparation of annual meeting materials, including membership list.

- Oversees ordering of office supplies.

Qualifications

- Highly-organized team player who is positive and professional
- Strong computer skills including proficiency with Microsoft Office with expertise in Word, Excel and Power Point; maintaining databases and navigating websites and & online media
- Experience maintaining financial records
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail, planning and problem solving skills
- Excellent written and verbal communication skills
- A creative mind with an ability to suggest improvements
- A commitment to meeting deadlines and exceeding expectations
- Knowledge of accounting, data and administrative management practices and procedures
- Proven office management, administrative or assistant experience
- Hands on experience with office equipment including printer and fax machines
- High School diploma or GED
- Ability to pass criminal/registry background checks

Working Conditions

The Office Manager works in a changing environment that adjusts to the needs of the day as well as with the individuals being supported. The environment may, at times, be fast-paced with interruptions, distractions and deadlines. The Office Manager needs to be flexible and able to adjust to changing needs or activities. The work is primarily sedentary in nature operating phone, computer, copy machine and other equipment and may occasionally require lifting or moving items up to 25 pounds.

I have read and understand the position description as written. I also understand that this position may be updated to more accurately reflect the position.

Signature

Print Name

Date