



Office Manager

(Job Description)

JOB TITLE: **Office Manager**

EMPLOYER: Child Evangelism Fellowship of SC, Inc.
(Chapter)

EMPLOYEE:

IMMEDIATE SUPERVISOR:

PREREQUISITES

- Has accepted Christ as their Savior and has had a solid walk with Christ for a minimum of two years, (pastoral recommendation required)
- Trustworthy
- Honorable in conversation and confidentiality, inside/outside the office
- Good inter-personal skills, organizational skills and communication skills
- Able to multitask
- Proficient keyboarding and clerical skills
- Proficient computer skills; email/internet/Microsoft Office software; Excel, Power Point, & Word
- Understands basic bookkeeping/accounting/banking procedures - is familiar with Quick Books
- Computer graphic skills, website, event planning and grant writing skills are helpful but not required

GENERAL RESPONSIBILITIES

Administrative Support to the Local Director/Local Chapter:

- Answer phones, assist Director to organize and maintain appointments and follow-up calls
- Inventory control of office supplies, source pricing, manage paper filing systems, create and maintain electronic record files and databases for Chapter including; accurate mailing, email, phone lists, and spreadsheets
- Maintain the condition of the office and equipment by arranging for necessary service, analysis and/or repairs
- Assist Director in organizing public and private records related to volunteer personnel, club enrollment, and State and National required filings
- Assist with the volunteer application/background check process as needed.
- Assist with bulk mail outs
- Assist in spreading the vision of CEF through varied opportunities (i.e. phone conversations, personal visits, trainings, etc.)

- Assist in other duties and projects as approved by the Director

Bookkeeper (if applicable):

- Prepare payroll, invoicing, post checks/cash, receipts, code and pay bills, make deposits maintain PayPal account, and keep up with outstanding fundraising pledges
- Maintain books, and prepare financial statement for Treasurer to present at monthly Committee Board meetings
- Coordinate with the Local Director, Committee Board, and Financial Sub-Committee for budget preparations and tracking
- Accurately maintain donor data base and coordinate with the Local Director to create letter content to mail donor receipts in a timely manner
- Prepare necessary financial reports to the State Office on their appropriate due dates.

Other job responsibilities as assigned:

- Assist Director in organizing ministry opportunities with churches, schools, and other businesses by preparing materials for distribution
- Assist with volunteer training by preparing training materials and helping on training days as directed
- Assist in personal relations and fundraising events as needed
- Assist Director in scheduled events such as, promoting the ministry

UNDERSTANDING AND AGREEMENT

As a religious organization, *Child Evangelism Fellowship* is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

I have read and agree to comply with this job description as well as the USA Organizational Manual and the SC Operational Manual.

Employee's Signature

Date

