



Office Manger Job Description

Hours:

Full-time year round

All Staff Expectations:

1. Serve in a loving, Christian manner
2. Respect and uphold confidentiality in all matters deemed necessary
3. All duties necessary as a Badlands Ministries employee to further the ministry
4. Attend bimonthly staff meetings
5. Make public relations appearances / presentations as needed

Qualifications:

- 1 Must be experienced in book keeping, accounting, financial reporting, and database management.
- 2 Must have basic computer skills and competency using job related software including Quick Books.
- 3 Must be conscientious, detailed oriented, well organized, and have good communication skills.
- 4 Must be friendly and hospitable

Responsible to:

Director

Job Responsibilities:

1. Manage and maintain computer database.
2. Answer phones in a friendly and professional manner and sort camp e-mails daily. Be able to answer general questions and direct calls and e-mails to appropriate staff.
3. Responsible for all financial transactions of the camp including accounts receivable, accounts payable, reconciling bank statements, taxes, and employee payroll.
4. Maintain all financial records including donor information and records.

5. Manage and generate financial reports, donor reports, and pledge reminders as needed.
6. Send appropriate receipts and "thank you" notes to donors.
7. Inventory and order camp supplies and equipment. Verify orders received and correct for camp purchases.
8. Manage insurance coverage.
9. Serve as office support to Director and other staff as requested.
10. Manage summer camp registrations including entry of camper information into system, sending out appropriate information to parents, and collecting payment from families and congregations. Also, be present during weekly on-site summer registration.
11. Anything else necessary to further the ministry.

Last Revised 1/17/2011