**Cross Connections, Inc.**

**JOB DESCRIPTION**

JOB TITLE: Office Manager

REPORTS TO: Executive Director

Classification: Exempt, part-time; no more than 29 hours per week

Salary: $16.00 per hour

General Description: Manages the Cross Connections Office operations.

Duties and responsibilities:

* Handles all areas of general office management, including telephone calls and providing basic information about the organization to callers.
* Assigns each client a “client number” and enters their information in QuickBooks, the church’s statistical form and our mailing list.
* Maintains supplies and forms for the organization.
* Maintains up-to-date mailing and donor lists for Cross Connections and the Network Church Directory.
* Manages the operational financial accounts and enters all disbursements and deposits in QuickBooks on a weekly basis.
* Provides weekly balance sheet and profit & loss statement to the executive director.
* Attends monthly meetings of Board of Director’s Finance Committee and prepares reports.
* Provides monthly financial statements to the executive director.
* Ensures that all financial records are secured and all computerized records are backed up daily on server.
* Deposits and records all receipts from any source at least weekly.
* Pays properly invoiced bills.
* Administers the organization’s payroll system.
* Compiles and distributes “The Exchange”, the CC staff weekly newsletter.
* Compiles and distributes a monthly calendar for the staff.
* Coordinates volunteers and work assignments.
* Bills congregations for their share of the counseling expenses.
* Maintains key assignments to all counseling and CP sites including assignment of keys.
* Maintains and secures employee personnel files in a professional and confidential manner.
* Keeps record of counselor yearly training financial allowances.
* Maintain a current contact list for all Cross Connections Network congregations.
* Follow up on past due accounts and on past due library books.
* Updates name and badges and business cards as needed.
* Edits and composes written and e-mail correspondence with member churches as requested.
* Enters new donor records in database and manages existing records
* Handles incoming calls in a pleasant and professional manner
* Adhere to Cross Connections employee policies and procedures.
* Must sign and uphold Cross Connections Statement of Faith at ALL times.
* Attend monthly staff meeting, and other meetings as required
* Perform other duties as assigned by the Executive Director and Clinical Director

SKILLS/ATTRIBUTES NEEDED:

* Able to handle multiple projects simultaneously
* Clear and efficient communicator with staff, clients, member congregations, volunteers, and public
* Able to work in a fast-paced environment
* Understands and exemplifies confidentiality requirements
* Hold themselves to high professional and ethical standards
* Represent Cross Connections in a Christian manner
* Strong critical thinking skills; able to strategize towards a desired result
* Conscientious worker; ability to understand the importance and value of their role in relation to ministry goals and vision
* Strong inter-personal skills; able to share and receive feedback in a professional and ethical manner
* Maintains positive attitude and demeanor

EDUCATION AND/OR EXPERIENCE:

Experience with Word and QuickBooks are required. Good English language usage is essential. Experience with a donor program (Donor Perfect) extremely helpful. At least two years experience in office management, payroll, accounts receivable, and accounts payable are highly preferred.