

Office Administrator
Position Description and Qualifications
Unitarian Universalist Fellowship of Bozeman
February 2018

SUMMARY OF POSITION

The Office Administrator provides support to the activities of our vibrant and growing Fellowship. We have over 100 members and are located at 325 N. 25th. The position requires working with the Minister, the Board of Directors, and committee leaders to help them carry out their missions. This is a year-round, ³/₄ time position with benefits. Minimal to moderate supervision by Minister and treasurer.

DUTIES AND RESPONSIBILITIES

Office Management

- General reception duties; maintain inventory of office supplies; keep office orderly and neat
- Maintain, update and back up procedures manual and paper and electronic filing systems
- Maintain meeting and program calendar; assist staff and volunteers in their projects
- Provide administrative assistance to the Minister.

Communications

- Prepare Sunday order of service; produce printed materials needed by Board, staff and committees
- Prepare and distribute monthly newsletter, weekly e-news, and bulk emails
- Update and maintain website; post recorded weekly sermon on website

Building Use Scheduling

- Schedule building use for Fellowship activities and use by outside groups to avoid conflicts; inspect facilities after use by outside groups
- Provide basic assistance to users of audio and video systems

Software and Equipment

- Assist with implementation of church management software
- Enter, update, and maintain data in church management system; generate reports as necessary
- Keep office software updated and stay current with user knowledge
- Monitor condition of equipment and recommend maintenance/replacement

Bookkeeping

- Perform bookkeeping functions, including payroll, accounts payable/receivable, prepare deposits and checks, balance bank/brokerage statements; assist with budget preparation
- Receive and record pledge payments

QUALIFICATIONS - Required

- Two or more years of office manager experience
- Familiarity with Mac environment, skill using office applications in that environment
- Ability to work both independently and in cooperation with others through a supportive and positive attitude
- Experience with bookkeeping procedures and software and with electronic communications, including websites
- Ability to recognize need for confidentiality and maintain it

QUALIFICATIONS – Preferred

- Appreciation of and respect for Unitarian Universalist values. (See <http://www.uufbozeman.org/who-we-are.html>.)
- Excellent interpersonal and communication skills
- Excellent organizational skills, including the ability to effectively prioritize work and respond to changing priorities
- Willingness and ability to learn and stay current with new equipment and software
- Experience with multi-use room scheduling
- Experience with audio/video equipment, including streaming
- Attention to detail

This is a year-round ¾ time, benefits-eligible position, with paid vacation and sick leave; health, dental, disability, and term life insurance offered at the beginning of employment; and, beginning in 2019, retirement contributions. Starting pay \$15.65, depending on qualifications. The position starts with a three-month probation period and a preliminary evaluation near the end. Successful completion of probation will lead to regular appointment.

To apply, send resume, cover letter highlighting qualifications, and contact information for 3 professional references to uufbwork@charter.net. Review of applications begins March 5 and will continue until position is filled.