

Job Description: Church Office Manager

Fairwood Community United Methodist Church

Schedule: Church Office Manager. This is a part-time, non-exempt (i.e. hourly) position. Typical work hours are 8:30 a.m. to 12:30 p.m. Monday through Friday. Start time could be flexible depending on applicant needs.

Pay range: \$23 to \$25 per hour DOE

Employer: Fairwood Community (Renton) United Methodist Church. We regard the love of God to be the foundation of our life and ministry. We believe in the ever-present love of God as witnessed through Jesus Christ and empowered by the Holy Spirit. We believe that each person is loved by God and is of sacred worth.

Reports to: Pastor(s) for daily operations, Staff Parish Relations Committee (SPRC) and Parish Treasurer.

Primary Accountabilities: The Church Office Manager is accountable for the efficient operation of the church office. The Manager's duties include, but are not limited to:

Administrative Responsibilities:

- **Communications & Publications:** Develop, edit, and format the weekly newsletter, monthly epistle, pre-school newsletter, worship bulletin, annual church conference report, memorial bulletin bi-monthly church directory and Sunday slides using Publisher, Mailchimp and Canva.
- **Facility Coordination:** Oversee the scheduling and use of church facilities for internal ministries and external groups. Communicate facility guidelines and manage requests for space usage.
- **Calendar Management:** Oversee and maintain the church-wide calendar, coordinating scheduling for all internal as well as external groups.
- **Membership Management:** Maintain accurate member attendance records in Church Management System and inhouse excel file. Generate excel reports for the Membership & Evangelism Secretary as needed. Manage the distribution and documentation of church keys and access codes.
- **Administrative Office Support:** Provide administrative assistance to pastors and committee members. Serve as the liaison for the Community Assistance Program (CAP), maintain committee minutes, offer general information via incoming calls or emails to the office, and direct individuals to the appropriate staff or committee. Ensure visitors, guests, and members receive a warm and welcoming experience.

Financial Responsibilities:

- **Accounts Payable:** Manage accounts payable by processing church invoices, expense reimbursement request and quarterly tax through QuickBooks and Columbia Bank.
- **Post Income:** Record deposits from Income Count Sheets, Preschool Vanco transactions, and other revenue sources in QuickBooks.
- **Payroll:** Administer payroll by preparing payroll checks on the 15th and last day of each month, ensuring all required timesheets are submitted. Prepare annual W-2 forms for all employees, and complete and file all required state and federal payroll reports.
- **Contact/application information:**
 - If you're interested, please apply by sending your resume to jobs@fairwoodumc.org before April 3, 2026. Thank you for your interest, and we look forward to meeting you!