



St Thomas'

EPISCOPAL CHURCH

Rochester, New York

Who We Are

St. Thomas' Episcopal Church is a welcoming spiritual community located in Rochester, NY. We are dedicated to following the teachings of Christ Jesus. We grow through learning, celebrate joyful worship, and serve our neighbors.

St. Thomas' Office Manager

St. Thomas' seeks a person who is passionate about working with others and who takes initiative. The Office Manager requires an understanding of IT and should possess strong communication skills, both written and verbal. Good people skills and the ability to handle different kinds of personalities are essential. Under the direction of the Rector, the Office Manager will cultivate a welcoming and caring work environment for the parish members and community at large. By participating in regular consultations with the Rector and staff meetings, this person will share in the leadership of the parish by way of administration, hospitality, and professionalism. This position is key to a healthy functioning parish and staff wellness. Because this position works closely with the Rector, the office manager must be well-versed in, and able to practice confidentiality.

This is a salaried position. Approximately 35 – 40 hours per week.

Essential Functions and Basic Duties:

Administration:

- Knowledge of computer and software (browser, email, website)
 - Microsoft Word, Excel, Publisher, database
 - DropBox
 - Adobe Acrobat
 - QuickBooks (or equivalent)
- Safe Church process and upkeep
- Insurance claims
- Oversee and update church records

Communication:

- Print weekly bulletins and mailings
- Weekly staff meetings
- Oversee phone system

Welcome incorporation:

- Update parish records and roster
- Send visitor welcome letter
- Phone and door reception

Property:

- Manage building usage and property maintenance
- Key maintenance
- Door code system
- Service contracts and Rental contracts

Financial Leadership:

- Work closely with the bookkeeper
- Finance reports for vestry & annual meetings
- Quarterly insurance recording
- Oversee budget requests and yearly budget in ACS
- Write weekly checks
- Post/balance online deposits
- Payroll
- Work closely with the Finance Commission chair & Treasurer

Other Leadership oversight:

- Supervise Property/Maintenance Manager
- Manage cleaning company

Miscellaneous Tasks:

- Organized
- Friendly
- Able to work among distractions