



## OFFICE MANAGER/BOOKKEEPER JOB DESCRIPTION

**Mission of The Journey:** To help people find Jesus and follow him fully

**General Description:** Serves as the front line for church operations and provides administrative support for The Journey. Responsible for managing church finances and financial business processes, including processing weekly offerings and overseeing purchasing, expense reimbursement, purchase requests, and check requests. Oversees and develops the admin and counting teams.

### **Qualifications:**

- Follower of Jesus with strong character
- In alignment with "[What We Believe](#)" and "Leadership Core Values"
- Likeable and fun to be around
- Demonstrated track record of leadership/executive and project management success
- Abnormally high work ethic (an executor who makes things happen consistently)
- Loves The Journey and lives our mission, vision, and culture
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- A demonstrable calling to ministry
- Excellent organizational skills with the ability to manage multiple projects
- Experience with computers, database management, and other office equipment
- Experience with Quickbooks a plus

### **Essential Functions:**

- Oversee management of the administrative office, including supply and equipment needs, files, phones, mail, etc.
- Supervise the scheduling of church activities and building use
- Maintain all office equipment in working order, alerting service personnel as needed
- Maintain budgets for admin area and be a wise financial steward of all funds
- Builds and develops counting team to receive, count, enter and deposit weekly tithes and offerings received via weekend gatherings, mail, online, stock transfer, etc
- Builds and develops admin team to process connect cards, follow up with guests, and provide administrative framework for The Journey
- Receive, review, record and pay bills and other expenses as directed
- Ensure proper policies are in place and in compliance with local, state, and federal laws
- Produce regular financial reports for Directional Team and all staff
- Responsible for collecting, managing, and inputting all receipts and info from credit card bill into accounting software
- Perform other leadership functions as assigned

### **General Responsibilities:**

- Participate in weekly staff meetings

- Attend at least one gathering each weekend

**Position Type:** Part-time OR Full-time (depending on candidate)

**Reports to:** Executive Director

**Direct Reports:** N/A

**Physical Requirements:** Lifting, pulling, bending, carrying and pushing as needed to set up for events and activities

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**Process:**

- Email application, cover letter, and resume to [hr@yourjourney.tv](mailto:hr@yourjourney.tv) (Subject: Office Manager/Bookkeeper Posting)
- To access our application, click "Application" at <http://yourjourney.tv/job-openings/>.