



OFFICE MANAGER/BOOKKEEPER JOB DESCRIPTION

Work at a creative, life-giving church that is a 40-minute drive from downtown Philadelphia and a day trip to New York City. The Journey Church has been published by Outreach Magazine as one of the top 100 fastest growing churches in America, beginning in 2007 in a local industrial park and now reaching nearly 2,000 people.

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 Team.

Qualifications:

- Follower of Jesus with strong character
- Likeable and fun to be around
- High work ethic
- 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)
- Demonstrates a calling to ministry
- In alignment with the values and mission of The Journey church
- Demonstrated track record of leadership/executive and project management success
- 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, including door scheduling and assigning door and alarm codes
- 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 Admin Team to receive, count, enter and deposit weekly tithes and

offerings received via weekend gatherings, mail, online, stock transfer, etc, process connect cards, follow up with guests, and provide administrative framework for The Journey

- Assist in the on-ramping process for new employees (setting up desk, ordering supplies, setting up door/alarm codes, training new employee on door/alarm codes and financial requests)
- Oversee quarterly and annual giving statement process, creation, and mailing
- Maintain multi-site metrics (weekend metrics email, creating and updating spreadsheets, 12 week analysis...etc.)
- 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 Lead Team and all staff
- Update monthly financial reports and meet to discuss trends with Executive Pastor
- Responsible for collecting, managing, and inputting all receipts and info from credit card bills into accounting software as well as providing staff with multiple cards a weekly spending report
- Perform other leadership functions as assigned

General Responsibilities:

- Participate in weekly Operations Team meetings
- Participate in monthly All-Staff meetings
- Join (or lead) a J-Group each semester and serve in some way outside of essential functions on a regular basis
- Practice the personal habits of investing & inviting, practicing a slot & spot, and giving your first
- Champion gather, connect, and serve

Position Type: Full-time

Reports to: Executive Pastor

Direct Reports: N/A

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

Process: Submit your application by going to <http://yourjourney.tv/job-openings/>.