



## 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 and counting teams.

### **Qualifications:**

- Follower of Jesus with strong character
- Likeable and fun to be around
- High work ethic
- A passion for 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
- 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 Operations Team meetings
- Participate in monthly All-Staff meetings
- Attend all weekend gatherings, 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

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**Process:**

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