



Office Manager Job Description

MISSION: The mission of Woodcrest Retreat is to introduce people to Jesus Christ and encourage Christian growth through wholesome programs and quality facilities in a wooded setting.

PURPOSE OF THE OFFICE MANAGER: The Office Manager shares in Woodcrest's mission by managing numerous administrative tasks which enable the day to day operations of the retreat center to function smoothly.

REQUIREMENTS FOR THE OFFICE MANAGER:

1. 21 years of age or older
2. Able to read and write at a high school level.
3. Proficient in computer use and with Microsoft Office or similar software.
4. Previous experience in clerical and financial work is preferred.
5. Good communication skills to interact with staff, camper parents, guests, and visitors.
6. Willing and able to work in a team oriented, Christ-centered environment

RESPONSIBLE TO: Executive Director

ESSENTIAL RESPONSIBILITIES:

1. Oversee and manage the operations of the retreat center's office.
2. Complete payroll.
3. Administer accounts payable and accounts receivable.
4. Function as main registrar for camp programs, facilities, and events.
5. Facilitate general camp communications (answer phones, sort mail, answer emails).
6. Manage Woodcrest's database.
7. Collecting and managing human resource data.
8. Assist Executive Director in special projects as assigned.

SPECIFIC RESPONSIBILITIES:

1. Model a godly work ethic and a servant's heart among staff, campers, parents, guests and visitors.
2. Strive to maintain a clean and organized office environment.
3. Manage and monitor rental and guests groups and communicating that to the staff.
4. Manage the physical camp office including purchasing supplies, filing, etc...
5. Manage payroll in a timely fashion, including: gathering payroll data, paying staff, withholding taxes, etc...

Office Manager Job Description Continued

SPECIFIC RESPONSIBILITIES CONTINUED....

6. Track and manage camp registrations, ensuring that appropriate data is collected, billing is completed, and payments received.
7. Implement and monitor appropriate Accounts Payable system. Monitor accuracy of billing from vendors and suppliers.
8. Implement and monitor appropriate Accounts Receivable system, including: tracking income generating donor thank you letters, gift in kind letters, and annual giving statements.
9. Human resource duties include gathering and maintaining staff records, paper work, and other required documents.
10. Facilitate camp communication including: greeting visitors to the camp office, answer and directing phone calls, monitoring general camp email, overseeing database system, and sorting mail.
11. Other various responsibilities include: overseeing summer office assistants generating reports, and working with staff in designing and printing retreat center signs, forms, and guest packets.
12. Work with other staff to coordinate volunteers for various needs of the camp program including kitchen and mailing volunteers.

This list of responsibilities is not exhaustive and is subject to change upon review.