

core staff OFFICE MANAGER

Responsible to: Executive Director

QUALIFICATIONS

- Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith
- Has a sincere love for the Lord and desires to see people come to know Him personally and grow in their faith
- Possesses the ability to work with and supervise others
- Has an undergraduate degree or greater in a business-related field or related experience
- Has proficiency in computer skills including Word, Access, & Excel, and adaptability to Arrowhead Bible Camp's management software
- Has a commitment to confidentiality regarding all records, both of staff and camp constituents
- Has excellent organization skills with the ability to systematize and order tasks
- Must be physically able to perform the responsibilities associated with this position

GENERAL RESPONSIBILITIES

- Keep current with trends in Christian camping and trends related to their ministry area
- Be available to assist in other areas as needed or as assigned by the Executive Director
- Inventory, stock and submit purchase requests for all office supplies
- Submit recommendations to the Executive Director for approval for purchases and projects within the areas of Office and Technology, while maintaining current office equipment
- Serve and be a resource to local churches and ministries within the areas of teaching and evangelistic efforts under the auspices of Arrowhead Bible Camp
- Maintain a complete and systematic set of records of business transactions including books and reports showing receipts, expenditures, accounts payable, and various other items pertinent to the operation of Arrowhead Bible Camp
- Attends to general office duties which include modes of communication and general secretarial responsibilities to the constituency and staff of Arrowhead Bible Camp

SPECIFIC RESPONSIBILITIES

FINANCE

- Maintain the Petty Cash Account
- Audit current financial procedures
- Oversee the management of cash flow in daily operations
- Assist in the annual budget preparation.
- Research and provide direction regarding IRS tax regulations
- Complete all relevant tax and organizational forms
- Receipt and deposit all income
- Maintain accounts payable and process checks for payment
- Maintain a general ledger to account for all income and expenses, including payroll and accounts receivable
- Keep updated attendance records
- Retain staff payroll records and prepare required payrolls
- Maintain files and properly retain records required by government regulation, or for audit purposes
- Prepare and distribute a monthly financial report for distribution to the Executive Director

ADMINISTRATION

- Open and distribute mail
- Receive visitors (Phone, Electronic, and Door) to office and responds to their needs
- Fill the duties of the registrar for all Arrowhead Camps
- Log and file forms, correspondence, and other camp-related operations

BASIS FOR MEASUREMENT OF PERFORMANCE

- Shows by example a solid spiritual walk with Jesus Christ
- Is dedicated to the overall objectives of Arrowhead
- Shows a willingness to assume related assignments with encouragement, diligence, and a good attitude
- By appearance and attitude displays Christian love to visitors, staff, supporters and the general public
- Review job performance annually with the Executive Director for accountability and encouragement

