

Riverview Ministries Office Manager

Job Summary: The Office Manager of Riverview Ministries is a key position and represents the organization to the outside events being hosted by the Riverview Conference Center as well as the residents and visitors of RCC. This position positively supports the Statement of Faith and Mission of Riverview Ministries. The Office Manager is responsible for handling the administrative duties and supporting facility readiness. Duties include answering the phone, bookkeeping, communications, records keeping, and other general responsibilities as assigned. The position reports to the Operations Director.

Spiritual Qualities:

- Acknowledges Christ as Savior and seek to live life as His disciple
- Believes the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God – our standard for faith and practice
- Believes and actively supports Riverview Ministries' Statement of Faith and Mission
- Demonstrates a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Is a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Integrates Biblical principles and a Christian worldview into all ministry objectives and goals
- Is prepared to communicate Riverview Ministries' religious beliefs to any who inquire.
- Is ready to pray with and offers spiritual advice to employees and staff
- Follows Matthew 18 principles in addressing issues with employees and staff
- Actively participates in a local Christian church

Professional Qualities:

- Knowledge
 - Familiarity with QuickBooks online, Microsoft Word and Excel, and Google Apps.
- Communication
 - Must be able to communicate verbally and written to be understood clearly.
- Decision Making
 - Can make independent decisions based on policy and using best practices to handle different tasks.
- Organization Skills
 - Tasks and work area are organized and have the ability to prioritize tasks in the office.
- Collaboration
 - Interacts effectively with peers and supervisors with humility and a willingness to be a team player.

Essential Job Functions:

- Answers the telephone in a polite manner and is able to communicate effectively the details of events and issues that come up on the grounds.
- Helps with the pre and post event cabin and facility reservations, preparation, and maintenance.
- Communicates with and invoices cabin owners for usage fees, cabin credits, utilities, lease and maintenance fees.
- Supports the sale and purchase of cabins.
- Collaborates with the Programming Team for special events to ensure that fees, ticketing, and finances are understood, communicated, and handled appropriately.
- Collects, sorts, and forwards mail.
- Manages day to day financial operations for Riverview Ministries, including receiving, paying, depositing, transferring, and reconciling funds as needed for daily operations.
- Ensures that bookkeeping is accurate to include providing reports to the directors or board as requested.
- Manages QuickBooks accounts to provide insight into financial issues.
- Files the necessary tax payments for payroll and year end statements.
- Prepares and answers communications via e-mail and physical documents as required.
- Keeps accurate records both electronically and with paper for all transactions and communications with all parts of the Riverview Ministries responsibilities.
- Attends and contributes to weekly staff meetings as a cooperative team member.
- Orders office supplies and keeps office, vault, and maintenance room maintained.
- Supports the Operations Director, Cedar Falls Bible Conference Director, Marketing/Development Director, and Board with office, communication, and facility needs.

Responsible to: Operations Director

Evaluation: At Minimum – Annual Review by Riverview Operations Director

Type of Position: 20-30 hours per week, hourly wage, with medical stipend