

# Office Manager

## NC UM Camp and Retreat Ministries

**JOB TITLE:** Office Manager with Rockfish Camp and Retreat Center

**SUPERVISOR:** Center Director

NC UM Camp & Retreat Ministries, Inc. is related by faith to the North Carolina Annual Conference of The United Methodist Church and is member of the NC Conference Board of Institutions. Our camps are accredited by the American Camp Association.

### GENERAL JOB DESCRIPTION

The Office Manager is responsible for furthering the mission of the camp through administration of and responsibility for the fiduciary and administrative needs of the local camp and retreat ministries.

### MAJOR DUTIES AND RESPONSIBILITIES

- Prepare and make deposits of clients' payments and donations of cash and checks; assign correct coding information to all sources of income and forward deposit slips and information to the comptroller.
- Collect vendor invoices and review for accuracy; prepare A/P cover sheets and assign correct coding for payments to vendors.
- Secure the Center Director's signature on all A/P cover sheets, make copies of same for in-house records and forward originals to the comptroller.
- Gather receipts and track credit card expenditures; ensure proper coding is transferred to credit card reconciliation sheets; make copies of credit card information and forward to comptroller.
- Maintain in-house petty cash records and forward to comptroller for replenishment on an "as-needed" basis.
- New hire onboarding and orientation.
- Ensure completion of new hire Employee Data Sheet, verify new employee's position and rate of pay and secure the Director's approval signature.
- Make copies of all paperwork for in-house records and forward originals to the comptroller; maintain personnel files for all regular and seasonal staff.
- Maintain and order supplies, postage, business cards, stationary/letterhead, etc.

- Interact with vendors for equipment installation and repairs, such as phones, copiers, etc.
- Collect timesheets for all departments and ensure accuracy on a biweekly basis. Report to administrative office along with any pay rate changes, PTO, holiday, etc. for payroll processing.
- Ensure that incidents involving staff, campers, or guests are properly reported to the administrative office, and that workers comp forms are completed if necessary.
- Curate camp store products giving oversight to design elements. Order products from vendors and make bulk snack purchase runs. Maintain camp store inventory and cash box. Ensure that cashiers are properly trained.
- Ensure that vehicle registrations for off-site designated vehicles are current. Title and register any new vehicle acquisitions.
- Provide oversight to staff working with accounts receivable, assisting as needed.
- Manage incoming and outgoing mail, making runs to the post office and other delivery store sites as needed.
- Campership and discount approval
- Camper and retreat group registration platform (UltraCamp) session setup and maintenance.
- Oversight of photo and camper mail delivery through Bunk1 app.
- Oversight to camp newsletter drafting and delivery through Constant Contact.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Willingness to be involved in the ministry of the camp, a program affiliated by tradition and faith with the United Methodist Church
- Assist with some in-house programs, such as “Open House”, summer registration, manning the booth at area events to promote the facility’s programs and services.

### **QUALIFICATIONS FOR THE JOB**

*Minimum Education and Experience:*

- Previous office administration and/or human resources management experience are being sought after. Experience working in a camp and retreat ministry environment is a plus, but not a requirement.
- Some college level work completed.
- Good oral and written communications skills
- Computer literacy and competence in word and excel.
- Experience in office administration including vendors, office equipment (copiers, phones, etc.), employee file maintenance, petty cash.

<b>KEY COMPETENCIES</b>
Experience working in an office environment. Camp Ministries. Communications skills- both oral and written. Commitment to living and working in a Christian community. Time management skills.

<b>PHYSICAL REQUIREMENTS</b>
Position may require sitting at a desk and computer for long periods of time. Ability to communicate effectively via phone, email, and face to face. Irregular hours may include evenings, weekends and holidays.

<b>SUPPLEMENTAL INFORMATION</b>
<i>This job description indicates in general terms, the type of and level of work to be performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change or rescind work assignments as necessary.</i> <i>In accordance with the ADA, qualified candidates will have the ability to competently perform the essential duties and functions of the position, with or without reasonable accommodation.</i> <i>NC UM Camp and Retreat Ministries provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability or genetics. In addition to federal law requirements, NC UM Camp and Retreat Ministries complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i>

**Approved By:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_