

Universalist Unitarian Church
3000 W Richwoods Blvd
Peoria IL 61604
309-688-5608
www.peoriauuchurch.org

Position Title and General Details

Position: Office Manager

Status: Full Time; Hourly; in person; M-F

Compensation: Competitive pay and benefits; Minimum starting salary \$39,000

Reports to: Head of Staff

To Apply: Send resume and cover letter to Rev. Jennifer Innis at revjennifer@peoriauuchurch.org.
Accepting applications now through September 30.

About the Universalist Unitarian Church of Peoria:

The Universalist Unitarian Church of Peoria is an historic congregation in the community, thriving here since 1843. We are people of all ages, people of many backgrounds, and people of many beliefs. We are brave, curious, and compassionate thinkers and doers. We create spirituality and community beyond boundaries, working for more justice and more love in our own lives and in the world. (Visit UUA.org and PeoriaUUchurch.org)

Position Description

The Office Manager performs essential tasks necessary to maintain an effective and operational efficient church office in support of the mission, vision and goals of the Universalist Unitarian Church of Peoria. The position works in the administration of multiple activities, including management of accounts receivable, accounts payable and clerical support, required to operate an office similar to a service agency or small business.

Primary Objectives:

Proper functioning of the day-to-day operation of the office
Capable completion of Accounts Receivable and Payable functions
Accurate completion of congregational records
Oversee maintaining a clean, orderly, safe, healthy, work environment
Foster an atmosphere of shared responsibility, collaboration and confidentiality
Exhibit proficiency with software applications and office equipment

Major Areas of Responsibility

Efficient completion of office tasks
Capable completion of Accounts Receivable and Accounts Payable functions
Maintain congregational records
Provide clerical support
Exhibit proficiency with software applications and office equipment

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Additional Areas of Responsibility

Assure efficient completion of assigned office functions, building maintenance and use
Serve as point of contact for vendors and service providers
Serve as a member of the Administrative/Staff Team and Credentials Committee (non-voting)

Required Knowledge, Skills, and Abilities:

Basic bookkeeping and accounting practices
Intermediate level of Microsoft Word, Excel, QuickBooks, database management
Planning, organizing, and time management
Attention to detail and accuracy
Proficient in spelling, punctuation, and grammar skills
Good verbal communication skills
Customer service orientation
Adaptability
Confidentiality

Preferred Knowledge, Skills, and Abilities - Competence expected within 3 months of hire

Microsoft Word, Excel, and PowerPoint
Flocknote
PayPal and related forms of electronic payment such as Venmo
Virtual Keypad
Venstar

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