**Baptist Student Foundation**

**Office Manager & Financial Secretary Description, Duties and Responsibilities**

Approximately20-25hr/week

Starting Salary $15 minimum

* Greet and welcome guests of the Baptist Student Foundation. Develop and maintain good working relationships with students, staff, Board members, and related agencies/organizations.
* Screen phone calls, and distribute phone messages to all parties, as necessary.
* Receive and distribute all incoming mail and packages, and distribute, as necessary.
* Maintain and update the Office calendar (Student calendar and Pastor/Director, as needed or requested) to provide all staff/students with accurate information regarding meetings, deadlines, office hours, maintenance appointments, events, etc.
* Prepare for all activities/events at The Found, including Welcome Back Student events, Homecoming events, Reunions and/or Finals Breakfasts, etc. Preparations may include the following:
  + Gathering, requesting volunteers, as well as scheduling dates and times they will be needed.
  + Ordering any food and supplies needed in advance.
  + Help with set-up and clean up, as needed.
* Provide assistance in arranging any reservations or other arrangements needed for Immersion Encounter trips, etc.
* Set-up, maintain and update a comprehensive and logical filing system for the purpose of maintaining all records and files needed for the proper functioning of a business office.
  + In coordination with the Student Organization Officers, maintain all pertinent records and files for their activities, as well.
  + In coordination with the Pastor/Director, Ministry Intern and Student Organization Officers maintain files and data (address, phone, school major, exit interviews, etc,) for all students involved with the Baptist Student Foundation for the purpose of developing an up-to-date and accurate student and alumni database.
  + When purging records which are no longer required, ensure that the integrity and privacy of all files are maintained by proper destruction of those records (eg. Shredding, etc.)
* Coordinate with the Foundation Pastor/Director and other Staff to produce all mailings including, appeal letters (About 4 per year), newsletters (2 per year), year-end “Thank You” notes and tax statements (January).
  + Maintain a master mailing list, and update as needed. Update addresses in Quickbooks and DonorPerfect, as well.
  + Maintain USPS permits annually and deposit funds in accounts, as needed.
  + Prepare all USPS documentation needed for bulk mailings, and distribute mailings to USPS when completed.
* Maintain office computers, and coordinate with the Foundation Pastor/Director to obtain outside services, as needed.
  + Maintain all online subscriptions (Quickbooks, DonorPerfect, TechSoup, Boost, Norton Utilities, etc.).
  + In coordination with Pastor/Director, evaluate and/or update any subscriptions or equipment needed by staff and students at the Baptist Student Foundation.
  + When there is no Social Media Intern, coordinate with the Pastor/Director to update/maintain social media accounts.
* Maintain inventory of office supplies, janitorial/maintenance supplies, worship supplies, student activity supplies and kitchen supplies used by all staff members and guests of the Baptist Student Foundation.
  + Ensure that our tax exempt status is maintained for all purchases made for use by the Baptist Student Foundation.
  + If planned purchases are not possible, provide reimbursement when proper documentation and/or receipts are presented.
* Manage Parking, including:
  + Send reminders/invoices to students and other organizations that currently have permits on a semester basis and collect fees as needed.
  + Collect new parking applications and fees, and assign parking passes.
  + Monitor the parking lot for unauthorized vehicles, post warnings/reminders, and follow through with further enforcement, as needed and at the Pastor/Director’s discretion.
* Facility Property Maintenance responsibilities include:
  + Schedule regular cleaning, lawn maintenance and snow removal, as needed.
  + Schedule monthly, quarterly, semi-annual and annual preventative maintenance.
  + Schedule any ongoing and/or unplanned maintenance needs.
  + Schedule the biennial (every 2 years) inspection with the City of West Lafayette.
    - Follow-up with any needed repairs or corrections, if there are any code violations that need to be attended to.
  + Notify interested persons, of any scheduled or emergency maintenance
  + Assist with general housekeeping.
* Baptist Student Foundation Board responsibilities, including:
  + In coordination with the Board Secretary, gather all reports to be presented at board meetings, as well as any other materials needed, and forward to all Board members prior to the Board meeting.
  + In coordination with the Board Treasurer, provide all financial reports needed for Board meetings.
  + Attendance at all Board meetings (including Executive Board meetings when requested), for the purpose of providing updates on the financial and facility status of the Baptist Student Foundation.
  + Coordinating with the Foundation Pastor/Director (and other Board members, when appropriate) on any other supplies needed at the Board meeting.
  + Coordinate with the Foundation Pastor/Director (and other Board members when appropriate) concerning any refreshments or meals to be served at the Board meeting.
  + Gather and maintain all documents (staff reports, financial reports, meeting minutes, agenda, etc.) pertaining to each board meeting (including executive board meetings). These documents shall be maintained in a binder kept in the Office Manager’s Office, and if requested a copy of the binder shall be made for the Pastor/Director, as well.
  + Maintain a binder with all documents pertaining to the Baptist Student Foundation to include such items as:
    - Articles of Incorporation and any amendments.
    - Mortgage and Deed paperwork.
    - Property Data and Assessments.
    - Indiana Secretary of State Filings (eg. Business Entity Report, filed every 2 years by November 30).
    - Tippecanoe County Business Tangible Personal Property Return (Due May 15th, annually).
    - Insurance policies, claim documentation and other pertinent insurance information.
    - West Lafayette Rental Housing Inspection documentation.
    - Equipment warranties and user manuals.
* Personnel/Payroll responsibilities, including:
  + Receiving staff time sheets/invoices to determine wages earned for each pay period.
    - Pay periods are semi-monthly, from the 1st to the 15th of the month and from the 16th to the end of the month.
  + For hourly employees, determine payroll deductions to be applied to each paycheck.
  + Print/distribute all paychecks on the 15th and 30th of each month (After approval/signature of the Foundation Pastor/Director).
  + File WH-1 forms (State/County payroll withholding) with the Indiana Department of Revenue monthly.
  + File form 941 (Federal withholding/employer payroll taxes) with the IRS quarterly.
  + File W2/W3/1099 forms to the State of Indiana and IRS annually.
  + File annual compensation reports, as required by Church Mutual and MMBB.
  + Maintain/update all staff responsibilities/duties, as needed and/or as requested by the Foundation Pastor/Director.
  + Perform background checks, prepare offers of employment/employment agreements and process all new hire paperwork, as needed.
* Accounts Payable responsibilities, including:
  + Receiving invoices and generating payments (either online or by check).
    - All payments/checks made to any contractor must be approved and signed by the Foundation Pastor/Director.
  + Regularly evaluate all utility usage, determine any changes/upgrades that may be justified and make recommendations to the Foundation Pastor/Director.
* Financial and Investment account responsibilities, including:
  + In coordination with the Board Treasurer, update and reconcile all financial accounts in our financial software to provide timely and up-to-date financial information at all times.
  + In coordination with the Foundation Pastor/Director, update authorized users, etc. with all financial institutions, or as needed when Board members or staff changes.
  + Provide financial reports (Budget vs Actual, Investment/Financial Account Balances, etc.) to the Foundation Pastor/Director, on a monthly basis, or whenever requested.
  + Provide to the Director of Advancement financial reports for the purpose of preparing donor acknowledgements, tax receipts, thank you letters or acknowledgment gifts (prepared by the stained glass studio), as needed.
  + Provide any documentation, especially financial reports needed for the Grant application and/or reporting purposes:
    - For the Lilly Grant, maintain all records and documentation needed for annual reporting. Prepare all final financial reports to be included in the annual reports to be submitted to the Lilly Foundation which are due annually by January 31st.
  + In coordination with the Student Organization President and/or Treasurer, maintain and update the student financial account, as needed or requested.
  + Oversee, the financial account maintained by the Baptist Student Foundation, for the exclusive use of the Greater Lafayette Legal Defense Fund, including maintaining and updating authorized users and copies of all records for audit purposes.

Office Manager/Finance Secretary weekly days expected to work are: Monday, Wednesday, and Friday from 9:30 am – 4:30 pm.

This is a part-time position; however, the Office Manager will receive 3 paid vacation days at the beginning of each year.