

The Lamington Presbyterian Church (LPC)
355 Lamington Road Bedminster, NJ 07921
www.lamingtonpcusa.org
Office Manager Job Posting

Office Manager Job Description

The LPC Church Office Manager is responsible for the efficient operation of the church office, including coordinating and executing all clerical tasks, property operations, equipment maintenance, and invoice payment management.

Position: Hourly, approximately 20-25 hours a week (negotiable but consistent schedule)

Personal Qualifications:

- Be friendly, welcoming, approachable, and compassionate
- Possess strong communication skills
- Be discreet—keeping information acquired confidential
- Be an independent worker and self-starter
- Be organized, prioritize tasks, and meet deadlines
- COVID-19 vaccination and compliance with state guidelines

Minimum Qualifications:

- Familiar with using an Apple Mac computer
- Proficient with Microsoft Word and Excel, excellent attention to detail
- Experience with Quickbooks preferred

Duties:

- Assist Pastor with tasks such as, sending/writing correspondences, weekly Sunday bulletins, etc.
- Work closely with the Treasurer assisting with invoice remittance and other financial administration as needed
- Manage daily functions: mail, phone, email, records, supplies, equipment
- Maintain cemetery and memorial garden records
- Maintain the church calendar, directory, and database

Interested applicants please email lamingtonchurch@gmail.com