

CHRISTIAN CHURCHES UNITED (CCU)  
JOB DESCRIPTION

**OFFICE ADMINISTRATOR**

TITLE: Office Administrator

REPORTING

RELATIONSHIP: Reports to the Executive Director of Christian Churches United

PRIMARY

WORK PLACE: Christian Churches United Administrative Office, 413 S. 19<sup>th</sup> St., Harrisburg

PURPOSE OF

POSITION: To maintain an efficient, creative and professional office environment with accurate and well-organized personnel and financial records.

HOURS/FLSA STATUS: Part-time (25 - 30 hours/week), Non-exempt

PRIMARY RESPONSIBILITIES:

GENERAL

- Coordinate office operations in an efficient and trustworthy manner.
- Maintain an office environment that is welcoming to all staff, clients, volunteers, and other stakeholders.
- Answer the CCU administrative office phone and direct calls to the appropriate staff.
- Maintain schedule and documentation of all meetings of the CCU staff, Board of Directors and its committees in conjunction with the Executive Director.
- Ensure all incoming and outgoing mail is managed according to organization's procedures.
- Prepare and make bank deposits on a regular basis, assisting with the proper tracking of donations in conjunction with the Director of Development.
- Ensure accurate entry of all financial transactions in bookkeeping software in conjunction with professional accounting vendor.
- Track stocks of office supplies and place orders when necessary.
- Maintain positive relationships with all office equipment, information technology, insurance, and administrative service vendors and explore new vendor relationships as necessary to maintain high quality and efficient operations.
- Assist the Executive Director in managing general facility upkeep and the implementation of capital projects in conjunction with the Facility Committee.
- Support CCU Volunteer Ministry initiatives and fundraising efforts and any other tasks as assigned.

PERSONNEL

- Manage all personnel files, including employee identification, clearances, and salary and benefit documentation.
- Oversee all benefits to employees as described in the Personnel Manual.
- Assist Executive Director with preparing payroll in conjunction with payroll vendor.
- Oversee reporting of any employee information requested by the IRS, state and local government, or other agencies or organizations.
- Assist in the development and implementation of office and personnel policies and procedures, helping to organize staff training and development opportunities.

## QUALIFICATIONS:

- At least two years experience as an office administrator, office assistant or similar role, including managing personnel records and benefit administration
- Outstanding communication and interpersonal abilities
- Proven organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles, experience with Quickbooks preferred
- Excellent knowledge of the Microsoft Office Suite, especially Microsoft Excel
- High school diploma required; Bachelor's degree preferred
- Strong affirmation of CCU's Mission, and experience and interest in working with individuals from diverse cultural, ethnic, socio-economic and theological backgrounds
- An understanding of the non-profit, voluntary and social services sector
- Ability to work regular daytime hours, with occasional evening or early morning meetings
- Physical ability to carry out the above duties is essential. This includes, but is not limited to: Sitting or standing for extended periods of time (2 hours or more), reaching above shoulder height, bending, stooping and lifting up to 40 lbs., and ability to climb multiple flights of stairs.
- Acceptable criminal background and child abuse history checks.
- A valid driver's license and reliable vehicle