

Shiloh Bible Conference

Office Manager Job Description

The purpose of the Office Manager is to serve as a liaison for both guests and staff in order to maximize the experience of the guest and the effectiveness of Shiloh as a ministry. The Office Manager will be the main contact at the camp and run the overall office and financial software for Shiloh Bible Conference. This person will serve alongside the Shiloh team in fulfilling the mission and vision of the conference center. In addition to the overall leadership provided, the Office Manager supports and serves with the SBC staff in its day to day operations. This includes, but is not limited to, serving with the kitchen, facilities, office, and program staff as needed. The Office Manager is expected to lead by example and fill needs as they arise at camp.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- Oversee camp finances in total.
- The communication of financial procedures to staff as it relates to their responsibilities.
- Accurate record keeping of all financial activities.
- The formulation of camp budgets.
- The assimilation of all financial reports for staff and board.
- Provide tax guidance regarding IRS regulations.
- Input receipts and related accounting.
- Assist in the completion of all federal and state filings throughout the year.
- Be responsible for the financial management of the camp stores.
- Assist with camper registrations as needed.
- Assist in the Grant wiring process

General Expectations

- Communicate effectively both orally and in writing with guests and staff
- Serve guests and staff with a servant-heart
- Exhibit leadership qualities such as conflict resolution, motivation, engagement and elevating the abilities of others
- Recognize and act on the needs of others
- Be able to articulate the mission and values of SBC to guests and staff
- Be flexible and respond with grace when unforeseen situations require your assistance
- Demonstrate a desire to grow spiritually and professionally
- Attend SBC chapel, staff events and meetings as required
- Ability to lead by example
- Assist in other areas as needed

Qualifications

- Enjoys and has the knowledge of working with figures and money.
- Has good, overall knowledge of financial office procedures.
- Is able to consider the facts and make decisions.
- Has a good understanding of ministry technologies.
- Has typing abilities and a well-rounded knowledge of MS Office products.
- Is highly organized and detail oriented.

These are ideal qualifications; however, SBC will consider individuals who have a strong work ethic and desire to grow in these areas.

Personal characteristics

- Passion for camp ministry and people with a sincere desire to see the camp ministry used for God's glory
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him
- Desires to serve Jesus Christ as part of a team, serving humbly in love as a leader
- Is able to work with campers, volunteers and staff in a cooperative, supervisory and encouraging manner
- Is eager to learn and shows a consistent walk with God. Is willing to forego some personal rights (i.e., work odd hours and weekends) for the ministry
- Is moral and ethical in all personal and business-related matters.
- By nature is a self-starter and must have discipline in management of time
- Observant and attention to details person
- Should be neat and clean in practice and appearance
- Is in agreement without reservation with Shiloh Bible Conferences policies and statement of faith.