

Presbytery of Genesee Valley

Position Description

- TITLE:** Operations Manager
- CATEGORY:** In accord with the Fair Labor Standards Act, this position is classified as exempt, full-time.
- EMPLOYMENT:** Employment is by the Transitional Leader/Stated Clerk in consultation with the Personnel Committee in accordance with Presbytery procedures.
- ACCOUNTABILITY:** The employee is accountable to the Transitional Leader/Stated Clerk who is the immediate supervisor.

RESPONSIBILITIES:

Financial Operations Responsibilities

1. Receive and deposit all contributions to the Presbytery.
2. Pay all properly submitted bills either by check, by using the internet banking bill paying service or ACH direct deposit.
3. Prepare the bi-monthly employee timesheets for the payroll service and send payroll checks or make payroll direct deposits using the internet banking ACH service.
4. Remit bi-monthly EFTPS payroll tax payments and monthly NYS WH payroll tax payments.
5. Enter all financial transactions in the ledgers of Presbytery and prepare monthly universal financial reports for Presbytery, Committees (including Treasurer, Budget Development and Oversight Committee, Trustees) and Working Groups Leaders.
6. Maintain electronic financial files of all vouchers and receipts submitted for payment (including Credit Card accounts).
7. Maintain records of all Mortgage loans and repayments.
8. Send reports of the congregations of the Presbytery detailing their congregational contributions to date for Presbytery Mission and Per Capita for Presbytery, Synod, and General Assembly. These statements are to be sent monthly to Pastors in Churches, Clerks of Session, Church Treasurers and Church Administrators.
9. Work with BDOC, Committee Chairs and Working Group leaders on budget preparations.
10. Maintain records of Presbytery insurance policies, service contracts and warranties.
11. Reconcile all bank and investment accounts monthly.
12. Provide reports, documentation, and information as needed for annual audit/review.
13. Participate in leadership for the Church Treasurer's workshop at Congregational Learning Day (CLD), including any updates to the Manual for Church Treasurers, and act as a resource person to church treasurers.
14. Special projects as needed.

Committee Responsibilities

1. Support & act as a resource person for Trustees and Budget, Development & Oversight Committee.
2. Support Tools and Training (including coordination for CLD with CLD Team and Communications Coordinator), Grants Working Group; and Mission Linkages Working Group.

Office Operations Responsibilities

1. Attend and Provide Support for Presbytery Meetings as needed. Including sending the Elder Commissioner participation list to Journal Clerk prior to meetings and provide the final participation report to Journal Clerk post-meeting.
2. Quarterly reminders for staff to change passwords and provide up to date PTO information.
3. Provide background checks upon request for CoM or churches.
4. Coordinate Sexual Harassment Prevention Training for staff/volunteers of Presbytery, including COM and BPT, and support congregations in their training efforts
5. Order supplies
6. Work with Communications Coordinator on ordering Planning Calendars for staff and churches.
7. Assist Communications Coordinator with online registrations and if applicable, set up PayPal for online registration forms.
8. Provide personnel records of employment to Head of Staff

Responsibilities in Support of the Presbytery Leader

1. Keep Transitional Presbytery Leader informed of administrative concerns, pastoral concerns, issues and opportunities.

Responsibilities in Support of the Stated Clerk

1. Prepare Presbytery minutes for presentation to the Synod.
2. Arrange finalized minutes for binding.
3. Arrange for shipment/transfer of materials to Presbyterian Historical Society.

RELATIONSHIPS:

The Operations Manager works collaboratively with the Treasurer and the Chairs of the Board of Trustees & BDOC on financial matters and works directly with the Transitional Leader/Stated Clerk. The Operations Manager also works collaboratively with the Communications Coordinator & the Journal Clerk

PERFORMANCE REVIEW:

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.

Updated 8/12/10

Revised October 2011

Revised March 2013

Revised August 2014

Revised September 2017

Revised June 2018

Revised November 2019

Revised August 2022