



# ST. THOMAS EPISCOPAL CHURCH + SCHOOL

*“To be an inclusive and kind church that learns and serves together.”*

**Title:** Operations Manager

**Location:** San Antonio, TX

**Reports To:** Rector

## **Position Summary:**

The Operations Manager supports the mission, vision, and values of St. Thomas Episcopal Church and School through overseeing the day-to-day administrative operations of the church by playing a crucial role in working with facilities, communications, bookkeeping, and renters.

## **Key Responsibilities:**

### 1. Accounts Receivable:

- a. Re-count Sunday offerings with another staff member.
- b. Prepare and record into accounting software all deposits to Operating, Restricted, Designated, Endowment, Clergy Discretionary, and any other accounts.
  - i. During this process
    1. Reconcile and post entries to current year pledged records by individual contributor.
    2. Reconcile and post entries to non-pledged offerings on a monthly basis.
    3. Reconcile and post entries to special, loose plate, and other income offerings.
- c. Deliver deposits to banking facility.
- d. Maintain files for completed deposits.
- e. Sort and prepare contribution statements for members and other donors on a quarterly basis.

### 2. Accounts Payable:

- a. Review, validate, and code invoices for payment on a weekly basis.
- b. Prepare printed and signed checks for mailing.
- c. Maintain vendor files for paid invoices.
- d. Verify that all recurring expenses (such as utilities and insurance) have been paid each month.
- e. Upload bi-monthly timeclock of hourly employees and share with the bookkeeper.

### 3. Administrative Support:

- a. Manage and oversee the membership database.
- b. Perform research and provide reports for clergy, vestry, and staff regarding membership, contributions, payments, budgets, stewardship, etc.
- c. Assist clergy with the preparation of the Annual Parochial Report.
- d. Assist Auditor with requested receipts, expenditures, reports, statements, etc.

### 4. Management of Renters:

- a. Manage all renters across campus; Parish Hall, WFC, Soccer Field, etc.

St. Thomas Episcopal Church and School  
1416 N. Loop 1604 East, San Antonio, Texas 78232  
www.tom1604.org | (210) 494-3507 | stthomaschurch@tom1604.org

- b. Maintain calendar, contracts, and supplemental insurance if needed.
  - c. Communicate renters needs to Facilities Team.
  - d. Program all gates and doors.
5. Insurance:
- a. Review all insurance policies annually for adequate coverage.
  - b. Prepare and submit insurance coverage reports to vestry as needed.
  - c. Provide personnel services regarding health insurance and dental insurance.
6. Other Responsibilities
- a. Share telephone answering duties.
  - b. Handle inquiries from parishioners who call or visit the church office.
  - c. Handle matters concerning church equipment, including cell phones, business phones, computers, and office machines.
  - d. Order office supplies as needed.
  - e. Maintain all personnel records, vacations, sick leave, etc.
  - f. Work cooperatively with Church Treasurer and Wardens.
  - g. Keep copies of Vestry agenda and minutes and materials distributed at meetings.
  - h. Attend weekly church staff meetings, other planning meetings as requested by the Rector.
  - i. Oversee and manage the columbarium.

**Core Competencies:**

1. Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
2. Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
3. Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
4. Written Communication: Writes clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in a tone appropriate to the context.
5. Team Orientation: Integrates with staff and is an effective member, committed to the success of all areas of congregational life. Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to members of the team; understands and supports the importance of teamwork.

6. Spiritual and Emotional Maturity: Shows strong personal depth and spiritual grounding; Is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent on outside affirmation; Has a healthy appreciation of self without being egotistical.

**Evaluation:**

- An annual evaluation will be performed by the Rector.

**Work Environment**

- Weekly in-person staff meetings and other meetings as scheduled
- Computer and phone use for extended periods
- Sitting for extended periods
- Physical lifting of 30 pounds or less
- Fast-paced environment handling multiple tasks
- Hold sensitive information about staff and parishioners in confidence
- In-town travel. This position may require occasional work outside of regular business hours
- Ability to work independently and on a team

**Required Education & Experience:**

- Bachelor's degree in accounting, finance, business administration or related field, or equivalent training and/or experience
- 5+ years of administrative experience preferred
- Word, Excel, Adobe, Proficiency with database management systems, Knowledge of Shelby Ministries Software preferred
- Satisfactory completion of Safeguarding God's Children training and background check

**Compensation:**

This position is non-exempt, part-time 20 hours a week, without benefits per church policy. This position offers an annual salary of \$26,000, paid twice per month.

**Application Process:**

To apply for the position, please submit the following to the Rector, the Rev. Mike Michie, [mmichie@tom1604.org](mailto:mmichie@tom1604.org).

- A resume or CV with a cover letter.
- Contact information for three professional references