

**Office Manager**  
**Immanuel Lutheran Church**

The Office Manager is an administrative position within Immanuel Lutheran Church in Pflugerville, Texas.

Responsibilities include bookkeeping, payroll, oversight of facilities maintenance, and coordinating the work of contractors and part-time employees.

**Qualifications**

- Knowledge of computerized accounting systems and technology; Church Windows experience a plus
- Proficiency in MS office, including Word, Outlook, Excel, and PowerPoint; must pass an MS Office skills test
- Ability to work independently while taking direction from a supervisor
- Experience with office equipment, including copiers, printers, and fax machines
- Excellent interpersonal skills, with a tactful and caring demeanor
- Ability to learn new skills and take the lead in updating procedures
- Organized yet flexible, detail oriented, and able to handle multiple tasks
- Ability to maintain confidentiality
- Proficient oral and written communication skills
- Basic desktop publishing and social media experience a plus

**Minimum Education/Experience**

- Business Administration-related certificate or degree
- Five years of office management experience

Qualified candidates may send resumes, references, and letters of interest to *jobs@ilcpville.org*. These documents can also be mailed or delivered in person to:

Immanuel Lutheran Church  
500 Immanuel Road  
Pflugerville, TX 78660