

POSITION TITLE: Church Business Administrator

REPORTS TO: Senior Pastor

Education/Experience: 2-3 years working experience in a bookkeeping, accounting, or business/non-profit administration field preferred. Human resource knowledge/experience and college degree are preferred.

Hours: Office hours (on-site) Monday through Thursday, 9 a.m. – 5 p.m.; other hours flexible/work-from-home.

Level: Professional Support Staff (Salaried Exempt); Full-time w/benefits

SUMMARY OF EXPECTATIONS: This role will serve as the primary advisor of financial and human resources operations for the church, while also assisting the Pastoral Staff in required tasks, while managing the church office.

As administrator of financial and human resources operations this role is responsible for maintaining the overall church financial records. These records will be used in making and preparing periodical financial reports, maintaining accounts receivable and accounts payable records, and administering payroll/benefits management. These responsibilities require absolute confidentiality in all matters of individual giving records, contributions, and payroll.

The expectations for assisting the Pastoral Staff and managing the church office are: Administrative support of all the activities/responsibilities of the Pastoral Staff, including membership database and church calendar management. This position also manages the supplies and workflows of the church office and works directly with Pastoral Staff, volunteers, and church members, serving as the primary point of contact for those doing business with the church during the week. This position sets the tone for the church office atmosphere and is expected to demonstrate a professional and friendly demeanor.

PRINCIPAL RESPONSIBILITIES:

1. Work with church staff and members to achieve the mission of First Baptist Church of St. Petersburg.
2. Maintain a detailed accounting system and fiscal records that accurately account for church income and expenditures, including PromiseLand Christian School. Prepare clear and concise monthly reports that accurately reflect the financial condition of the church to the Pastoral Staff and Stewardship Committee.
3. Work with the Stewardship Committee to develop and implement operational procedures and internal controls needed to carry out the financial policies and procedures as adopted by the church to protect the church staff and members. Report any deviations from policies and procedures to the Pastoral Staff and Executive Leadership Team. Make recommendations to the Pastoral Staff or Executive Leadership Team as needed regarding improving the church's financial policies and procedures.
4. Provide appropriate quarterly and annual giving record statements to financial contributors.

5. Assist the Pastoral Staff and Stewardship Committee in the preparation and presentation of a proposed church budget to the Executive Leadership Team and church body.
6. Work with Personnel Committee to properly develop and implement operational procedures needed to carry out the personnel policies and procedures as adopted by the church. Report any deviations from policies and procedures to the Pastoral Staff and Executive Leadership Team. Make recommendations to the Pastoral Staff or Executive Leadership Team as needed regarding improving the church's personnel policies and procedures.
7. Manage church membership database and prepare reports as directed by the Pastoral Staff.
8. Coordinate and manage church calendar for internal ministries and external events.
9. Prepare publications, letters, and other communications as requested by Pastoral Staff, including weekly email newsletter, website/social media updates, ProPresenter presentations, and signage.
10. Manage office functionality by maintaining office supplies, machines, and vendor relationships, and supervising volunteer receptionists to welcome visitors, take phone calls, and pass necessary messages to appropriate staff.
11. All other duties as assigned.

CORE COMPETENCIES:

1. **Quality of Work.** Gathers and organizes resources necessary to timely and efficiently complete projects and assignments; work product is accurate; takes steps to effectively correct any deficiencies; understands and follows church personnel and financial policies.
2. **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others.
3. **Initiative and Self-Reliance.** Acts without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
4. **Willingness to Learn.** Demonstrates an eagerness to acquire new skills and grow proficiency in a variety of software applications to fulfill various roles and responsibilities.
5. **Dependability.** Accomplishes all tasks within the proper time frame, eliminating the need for close review; flexible, generally willing to change plans to meet new expectations; punctual, and adheres to attendance and time off policies.
6. **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches.
7. **Hospitality.** Sets a friendly tone to all he or she interacts with.
8. **Proficiency.** Demonstrates proficiency in accounting, record-keeping, human resources, and attention to detail, and ability to be functional in Church Database (Realm) and other necessary software applications.