

Job Title: Business Administrator

FLSA: Non-exempt

Status: Part-time (20/25 hours)

Last Updated: 05/2021

### **Job Summary:**

Establish, implement, and maintain church-wide financial, property, and administrative objectives, policies, and programs, which are in keeping with the church's overall vision.

### **Essential Duties And Responsibilities:**

- Financial Responsibilities:
  - Oversee the collection, processing, depositing, recording and disbursement of all church monies in accordance with established accounting principles and policies of the church
  - Oversee all banking transactions and maintain accurate and up-to-date computer records (QuickBooks Online) of all financial transactions
  - Oversee the processing of accounts payable and make sure they are paid in a timely manner
  - Review all expenditures of church funds and monitor correlation to church budget guidelines
  - Oversee the preparation and distribution of quarterly and year-end giving statements
  - Issue credit cards to appropriate staff and maintain the oversight of their use
  - Ensure completion of all tax filings for the church and make sure all IRS and governmental obligations are met
- Church Property Responsibilities:
  - Develop and maintain a complete inventory of church property, including procedures and rules for use
  - Negotiate the best deals with vendors and contractors; review contracts and performance of contractors and vendors
  - Monitor internal and external buildings and grounds and schedule maintenance as required
  - Maintain master calendar for all activities, which utilize the church facilities
  - Oversee operations of computer, telephone, and security systems
  - Act as a liaison to the Elders on behalf of the Pastor and the staff
  - Authorize necessary repairs to be done in the most economical manner and within the limitations of the church budget
  - Keep abreast of all laws and regulations affecting church property
  - Serve as the purchasing agent for the church for all supplies and equipment

- Responsible to see that building is being secured properly by closing personnel
- See that keys are kept secure and key checkout lists are current
- Responsible to see that all office equipment is properly maintained and in good order
- Maintain instructions, maintenance contracts, warranties and servicing information for all church owned equipment
- Work with staff and elders to determine equipment needs
- General Administration
  - Maintain files of all legal documents of the church
  - Ensure compliance with all relevant state and federal laws and regulations related to the operations of the church
  - Participate as an ad hoc member of various church committees
  - Plan, direct, and guide the business of the day to day operations of the church office
  - Assess needs of congregation to ensure office hours are serving those needs.
  - Familiarize yourself with membership management (Breeze), including but not limited to tracking those who attend and their status in the membership process, coordinate with Pastor on scheduling classes, coordinate with baptisms, new members and recognition thereof, coordinate/ implement a newcomers' socials, ensure maintenance of membership database, including production of reports as required to update the status of members
  - Clerical & administrative duties for church policy, procedure, protocol, purchasing, annual reporting, etc.
  - Assist in preparations of congregational communications; coordinate church marketing under direction of the Pastor and communication team

**Knowledge, Skills, and/or Abilities Required:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A growing personal commitment to Jesus Christ, the body of Christ and God's work in the world
- Possesses high integrity and due to the nature of the role, this person must be able to properly handle confidential information in a sensitive, careful, and secure manner
- Able to work together with staff, volunteers and others as a team player carrying out the vision and mission of the church

- Excellent written and oral communication skills along with demonstrable leadership with an ability to communicate thoughts, ideas, and information clearly and concisely
- Excellent time management skills with a proven ability to meet deadlines
- Possesses strong leadership and organizational skills.
- Able to communicate thoughts, ideas, and information clearly and concisely.
- Able to be responsive and sensitive to the needs of others.
- Extensive knowledge of office administration, clerical procedures, and record keeping systems
- Highly proficient with office and computer (PC and Apple) equipment, such as word processing, database, presentation, email, and bookkeeping software (Quick Books)
- Physical Requirements: prolonged periods sitting at a desk and working on a computer and must be able to lift up to 15 pounds at times

#### **Educational/Vocational/Experience:**

- Associate's or Bachelor's degree in business or a related field preferred
- A minimum of 3-year experience working in church administration required (inclusive of volunteer roles). A background/education in business administration a plus.

#### **Other Information:**

- Paid bi-weekly (frequency)
- Reports to Pastor
- Paid Time Off: TBD

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.