

Position – Church Administrator

Applicant:

A person who is a committed follower of Jesus Christ; teachable, loyal, integral, accountable, and exemplifying humility, etc. You will express a strong work ethic and high self-initiative, an ability to keep on task, motivated, and an initiative-taker. You will need to provide, documentation to support academic qualifications and/or practical work experience qualifications sufficient to satisfy the requirements of the position, a current criminal background check through the *Missouri State Highway Patrol's Criminal Records and Identification Division* (CRID) system, two letters of recommendation, and documentation of U.S. citizenship or documentation of eligibility to work in the U.S. as a non-citizen.

Accountability:

This individual will report to the Lead Pastor, or Elder(s) at the discretion of the Lead Pastor.

Education and/or Experience:

A college degree in business or similar field is preferred. Extensive experience in church and/or business administration may be accepted in lieu of a degree. The successful individual possesses strong organizational skills and is gifted in administration.

Church Administrator Job Description:

The job of the church administrator includes actively supporting the church's core values, mission statement, vision, and various ministries. A major part of the job involves managing the day-to-day operations of the church. This is a Full-Time (40-hour per week) position.

Position Description:

The church administrator has responsibilities that are like those of a business manager or office administrator.

Essential Duties and Responsibilities:

Financial Management

- Oversee the maintenance of the accounting records and preparation of financial reports for the Church. Assure that all required tax forms (e.g. General Excise Tax Returns, Form 1099s and W-2s) are filed as required with oversight of the Financial Committee
- Maintains internal accounting controls to ensure that all funds and other assets received are counted and accounted for properly, and that only authorized receipts and disbursements are made. This includes ensuring that all bank statements, church and staff credit cards are reconciled within 15 days of their availability
- Maintains all insurance policies associated with the church and keeps an inventory of all church property and equipment, maintain a record of and tagging appropriate church property at least annually.
- Assist the Finance Committee in preparing, evaluating and administering the annual operating budget, supporting the Church's mission, vision and goals. Submit budget requests to the Finance Committee for office expenses, utilities, and income expenses not included in budget requests from others
- Serves as staff liaison to the Financial Committee and provide regular budget reports to staff, Elders and Finance Committee

- Maintain quarterly envelope mailing service list and envelope number assignments
- Maintain petty cash
- Reconcile cash box for Midweek meal and Young in Heart

Human Resources Management

- Maintain all personnel records securely, including job descriptions, time reporting records, appropriate correspondence, etc. for all Church employees, which includes Carpenter's Kids workers, as well as performs and/or maintains all required background checks
- Maintain employee benefits plans such as health care insurance, annuities, worker's compensation and temporary disability insurance
- Assist the Personnel Committee in formulating and maintaining appropriate written personnel policies and assist in carrying them out, including ensuring compliance with all applicable labor laws
- Coordinate the payment of compensation to all Church employees (including personally notifying the payroll processor of additions and deletions of employees), changes in compensation rates, and changes in other items that pertain to payroll
- Maintain vacation and leave requests/records for church employees
- Oversee the operations of the Church office, including supervision of the employed staff and coordinates volunteers
- Prepare Personnel Actions for all new hires and Personnel Action Notices for all staff employees
- Oversee church *Policy and Procedures* manual, updating as needed
- Review wages, salaries and Personnel Policies in consultation with the Personnel Committee

Operations/Property and Facilities Management

- Supervise the custodial staff and maintenance staff, and oversee the use of others, including outside contractors that perform work for the Church
- Assist the Property Committee in determining priorities for major maintenance work for the Church and coordinating the work required
- Develop and oversee facility use policies and oversee the rental of Church property and facilities
- Oversee the non-routine use of Church facilities, such as for weddings, funerals, and denominational activities (e.g., Greene County Baptist Association, sister churches and partnering ministries, etc.)
- Maintain office equipment and procure office supplies
- Serve as staff liaison to Property Committee

Risk Management

- Assist the Finance Committee, and Elders when appropriate, in evaluating fiduciary risks, as well as the evaluation and recommendation of financial investment instruments
- Oversee security and safety matters, including use of cameras and volunteers, as appropriate, and control the issuance of keys and other means of access
- Oversee the maintenance of secure files of critical documents (e.g. “statutory documents”).

Other

- Oversee or perform other work as requested by the ministerial staff and various Church committees and organizations, as approved or assigned by the lead pastor
- Serves as staff liaison to all standing committees related to Church Administration

Required Knowledge, Skills and Abilities:

- Demonstrates impeccable character, excellent interpersonal skills, and the ability to keep the highest level of confidentiality
- Displays strong verbal and written communication skills
- Pays close diligence and has excellent record keeping abilities
- Possesses strong technological abilities and has knowledge of computer programs such as *Microsoft Word*, *Excel*, [proposed church financial software], and *Planning Center* church management software
- Has knowledge of and supports the church’s mission statement, beliefs, and commitment
- Attend weekly staff meetings and monthly Finance Committee meetings
- Assists in other areas of ministry as assigned by the Lead Pastor

Salary and Benefits:

Salary is commensurate with qualifications and experience

Paid Time Off (consistent with current leave accrual policy)

Participation in Health benefits program is available

Participation in ministerial retirement annuity program