



POSITION DESCRIPTION

Position Title: Church Business Administrator

Purpose of the Position: To coordinate the business affairs of the church, including providing direction and supervision for day-to-day functions of the church office staff; manage operating funds and purchases of the church; collaborate with the pastors and staff to promote the mission and vision of First Presbyterian Church; work closely with Personnel and Administrative/Finance Committees to provide administrative oversight.

Designation of Exempt or Non-exempt: Exempt

Anticipated Days and Hours Worked: Full-time with benefits as outlined in the church policy manual. Monday-Friday.

Supervisor’s Title: Pastor, Head of Staff

Minimum Qualifications:

- Committed believer in Jesus Christ and dedicated to the mission and vision of First Presbyterian Church.
- Demonstrated organizational and teambuilding skills as gained through previous successful management experience
- Knowledgeable in financial administration, with demonstrated background in budget planning and bookkeeping
- Proficient in Microsoft Office and able to learn ACS (Accounting Church Software)
- Strong verbal and written communication skills
- Ability to maintain confidentiality and confidence of both staff and church members
- Background in Human Resources preferred (FLSA, etc.)

Job Duties (list job duties and method of measurement, see example given in table)

Duty	Measure
1. Oversee daily office operations and assigned non-ordained support staff	-Manage personnel to accomplish all required weekly tasks and church needs, including clerical staff, bookkeeping, building maintenance and custodial staff -Coordinate staff schedules and time off with plans for adequate back-up coverage

	-Develop and manage expenses related to the church office budget
2. Manage church operating funds	-Assist Finance Committee in preparation of annual church budget, including accumulating committee requests and preparing working documents -Collect and receive regular cash contributions to the church for deposit -Prepare checks and document timely and accurate payment of approved invoices -Process payroll, accompanying reports, and tax/benefit payments -Prepare monthly church financial reports and handle all required year-end activities
3. Serve as staff liaison to Administrative, Finance, and Stewardship Committees	-Attend Admin/Finance Committee meetings -Assist with preparations and financial analysis activities as required -Assist with preparations related to stewardship
4. Provide Human Resources functions	-Attend Personnel Committee meetings -Hiring office personnel -Prepare annual performance reviews of direct reports -Assist with preparation of church policies -Resource Personnel Committee activities with staff
5. Review the agenda and minutes for meetings of the Session, with input from Head of Staff and Clerk of Session	-Review the draft agenda -Review minutes for documentation needs related to finance matters -Oversee maintenance of membership database
6. Perform other reasonable duties requested by the supervisor within the scope of this Job Description	

Behavioral Expectations: All paid staff of First Presbyterian Church are expected to conduct themselves at all times in a Christ-centered manner. In addition, all staff are expected to perform their work for the Glory of God as directed in Colossians 3: 23.

“²³ Whatever you do, work at it with all your heart, as working for the Lord...