

## Highland Presbyterian Church

Job Title: Church Business Administrator

Reports To: Head of Staff

Position Status: Full-Time

### Purpose:

The Church Business Administrator is responsible for managing the business affairs of Highland Presbyterian Church and working with church members and staff to achieve the church's mission objectives. It is a ministry of the church; the person in this position will be extending the ministry of Highland Presbyterian Church to our employees, our members, and the surrounding community.

### Position Summary:

The Church Business Administrator is responsible for managing all accounting, information technology, human resources, and administrative functions for Highland Presbyterian Church. This position reports directly to the Head of Staff.

### Job Responsibilities and Duties:

#### Financial management:

- Oversee the accounting and handling of all church finances in coordination with the church accountant. This includes all giving, payroll, accounts payable and account reconciliations.
- Work with the ministerial staff and church committees in planning, implementing, and monitoring the annual church budget; reporting to all committees and staff members the financial status of their particular area of ministry.
- Works with the appropriate committees in planning the annual stewardship and any capital campaigns that might arise.
- Coordinates the annual independent financial review.
- Oversee processing of quarterly contribution statements for church donations.
- Oversees purchasing process and maintain vendor relationships. Oversight of all other business matters of the church, including insurance, information technology, and timely filing of required tax reports.

#### Properties Management:

- Directs the church's maintenance program by supervising the custodial staff and outside contractors.
- Works with the appropriate committees to develop and administer policies and procedures concerning the use of all church properties and facilities.

- Assists the property and/or construction committees in their work with architects, contractors and others in the evaluation, planning, building, remodeling, and equipping church buildings.
- Oversees the security of the church both physical and fire.
- Oversees the annual inspection and approval of all system that require

#### Personnel Management:

- Administers the personnel policies and procedures as developed by the Personnel
- In consultation with the Head of Staff hire and terminates support staff.
- Reviews wage and salary structures, personnel practices, and benefits and provides this information to the Personnel Committee as they require.
- Coordinates the vacation schedule.

#### Office Management:

- Gives general direction to the weekday operation of the church office, and supervises the secretarial, clerical, and office personnel.
- Sees to maintenance of all office equipment and computers.
- Assures proper computer back up is maintained.
- Facilitates staff training on all office equipment and computers.
- Facilitates periodic review of all office equipment and computers.

#### General:

- Takes and prepare minutes for the committees that are staffed by the Church Business Administrator.
- Participates in weekly staff meetings and any other meetings as requested by the Head of Staff.
- Works with the wedding coordinator when necessary.
- Facilitates organization of volunteer help as needed.

#### Job Skills and Requirements:

- A bachelor's degree in business required, with experience preferred.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- Responsible for effective communication within the church organization as well as external communication when it is necessary.
- Recognizes that the spokesman for the church is the Head of Staff.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial and accounting software.
- Excellent verbal and written skills.
- Timely and consistent attendance, and available in the evenings for committee and other church meetings
- Congenial, outgoing personality that fosters positive relationships and has the ability to manage a consensus decision-making process.