

NEW LIFE PRESBYTERIAN CHURCH

MINISTRY DESCRIPTION: CHURCH BUSINESS ADMINISTRATOR

Part time, non-exempt position with the expectation of a minimum of 20 hours/week

PURPOSE: To manage the business affairs of the Church in a professional manner: direction of staff and volunteers; oversight of daily operations and security of church property and equipment; coordination of building use; financial accountability of church programs, administration and building; and coordination of property legal requirements. Preference given to Christian believers as consistent with our mission

REPORTING RELATIONSHIPS: Accountable to the Head of Staff / Pastor, and to the Session of New Life Presbyterian Church, Personnel Committee and the Building and Grounds Committee.

WORKING RELATIONSHIPS: Work directly with the Head of Staff / Pastor, Church Treasurer, Clerk of Session, church staff, Pre-School staff, volunteers, business contacts, contractors, congregation members, and the general public on matters relative to financial, personnel, property and equipment management, facility use, building needs, communications, and long range planning.

DUTIES AND RESPONSIBILITIES: The Administrator communicates and coordinates the church's daily operations while continually assessing the needs for the congregation's growth. Responsibilities are comprised of the following:

Personnel:

- Maintenance of personnel records.
- Track hours worked by staff, record PTO accrual and usage. Maintain documentation to comply with record keeping and wage theft law.
- Comply with Employee Notification law in coordination with Personnel.
- Keep current with HR law changes, requesting training as needed.
- Staff liaison to the Building and Grounds Committee .

- Manage contracted employees and organizations conducting business with New Life Church.
- Work with Pre-school Director and Treasurer on preschool contracts.
- Point of contact (along with Personnel) to Board of Pensions and Fidelity for benefit management.

Financial:

- Keep accurate and current bookkeeping services for the church.
- Be familiar with non-profit accounting and regulations.
- Review and update payroll processing (payroll done by outside source). Correctly enter PTO used in compliance with current HR laws.
- Maintain accounts payable and receivable; bank and credit card reconciliation; account journal entries; contribution posting and annual review preparation. Ensure that all records are backed up daily. Working with Vanco/Give+ ensuring that contributions are credited to the correct donor.
- Work with Audit Committee and Treasurer to develop, implement and maintain prudent and effective financial controls. Meet monthly with Finance Committee
- Review insurance with the Finance Committee. Complete workmen's compensation audit.
- Keep vendor and building user COI's current.
- Complete yearly 1099's along with obtaining and maintaining vendor W-9s.

Operations:

- Attend weekly church staff meetings.
- Advise staff and volunteers on MOO policies.
- Complete walk-around of church building daily to assess security, bldg condition
- Work with Building & Grounds Committee to manage physical plant operations of the church, assuring compliance with safety security and environmental regulations. Attend the Building & Grounds monthly meeting.
- Co-ordinating vendor visits for repairs, etc.
- Work with and advise Administrative Assistant in coordinating volunteer activities (such as church lock-up, seasonal yard work), managing outside groups' use of the church, communication/oversight of custodian.

- Working with Administrative Assistant, Building & Grounds provide church tours for potential builder users.
- Advise the Pastor of ways to improve effectiveness and order in church operations.
- Act as resource for business matters relating to contracts, employment, financial management, property, insurance, IT and liability.
- Provide guidance to Administrative Assistant to ensure church documents (Manual of Operations, etc) are kept up to date. Archive documents as necessary.