



Job Description

Title: Church Business Administrator

Reports to: Senior Pastor

Pay Status: Part Time

Exemption Status: Non-Exempt

General Summary: The Church Business Administrator provides financial oversight, and coordinates human resources, and facilities management for St. John Lutheran Church and its ministries. This position ensures that church operations are conducted with accuracy, transparency, and stewardship in support of the mission of St. John Lutheran Church.

Objective: To oversee and coordinate the business and administrative functions of the church, ensuring fiscal integrity, operational excellence, and compliance with church policies and standards. The Church Business Administrator plays a key role in supervising administrative staff, managing financial processes, and supporting both the Mansfield and Midlothian campuses.

Work Includes

- Managing church and preschool accounting and financial systems using QuickBooks Online.
- Overseeing all human resources functions including recruiting, new hire paperwork, and payroll processing.
- Coordinating benefits, maintaining personnel records, and ensuring compliance with employment regulations.
- Overseeing facilities operations, vendor contracts, and maintenance schedules.
- Supervising the Administrative Support Specialist to ensure accuracy and proper checks and balances in financial and administrative workflows.

We Require

A committed follower of Christ who upholds its beliefs and values. Someone who models integrity, service, and stewardship in all areas of responsibility.

Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field preferred.
- Minimum of 3–5 years of experience in accounting, or finance management (church or nonprofit experience a plus).
- Proficiency in QuickBooks Online and payroll systems.
- Strong understanding of financial reporting, budgeting, and audit preparation.
- Demonstrated ability to maintain confidentiality and integrity in financial and personnel matters.
- Excellent communication, analytical, and leadership skills.
- Ability to work both independently and collaboratively in a ministry environment.
- This is an onsite position

Job Responsibilities

The Church Business Administrator provides administrative and financial leadership by overseeing financial operations, HR administration, and facilities management to ensure responsible stewardship of church resources.

- **Financial Management**
 - Oversee all accounting and finance activities for both church and preschool operations using QuickBooks Online.
 - Prepare monthly financial statements, variance analysis, and annual budgets for the Senior Pastor, Church Staff, Preschool Director, and Board of Directors.
 - Ensure accuracy and timeliness of bank reconciliations for multiple accounts and credit cards.
 - Review and approve accounts payable, ensuring proper authorization and coding.
 - Track donations, grants, loans, and designated gifts for all ministries.
 - Support audit preparation and implement strong internal controls.
- **Human Resources Administration**
 - Oversee recruiting, new hire paperwork, and onboarding for church employees.
 - Maintain employee data and payroll for approximately 70 employees using Paychex Flex.
 - Coordinate and administer benefits including Health Care, HSA, Dental, Vision, and 403(b).
 - Maintain and update employee and volunteer job descriptions.
 - Maintain compliance with employment regulations and church personnel policies.
 - Update and communicate policies in the Employee Handbook.
 - Maintain secure, organized personnel and benefits records.
- **Facilities Management**
 - Oversee janitorial coordination, maintenance schedules, and building inspections for both campuses.
 - Oversee vendor agreements, service contracts, and insurance coverage.
 - Ensure property and liability insurance remains up to date and compliant.
 - Serve as point of contact for building inspections to ensure church and preschool compliance with city requirements.
- **Administrative Leadership**
 - Supervise the Administrative Support Specialist, ensuring timely and accurate entry of financial and administrative data.
 - Maintain a system of checks and balances between financial entry and review functions.
 - Maintain the document retention policy for HR and financial records.
 - Assist church leadership in planning, problem-solving, and implementing operational improvements.
 - Promote an environment of teamwork, stewardship, and excellence in service.

Job Type

- **Part-Time:** Onsite position, up to 25 hours per week. Able to participate in weekly staff meetings Wednesdays 10 am – Noon.
- **Benefits:** This position does not include benefits.
- **Campus Support:** All locations for St. John ministries.

Pay Frequency & Compensation

Bi-weekly (26 paychecks a year). Required to work an assigned schedule either onsite or as discussed with immediate supervisor and comply with the company's timekeeping policy. Required to clock-in through the Paychex App at start of shift and clock-out at end of shift. Compensation based on experience.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

For more information or to apply, contact us at Jobs@StJohnMansfield.org