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**JOB DESCRIPTION**

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The **Business Administrator** demonstrates a strong commitment to Jesus Christ while managing daily business affairs of the church. The suitable candidate will manage financial records and reports, oversee the church office and volunteers, and oversee building maintenance.

The **Business Administrator**, while answerable to the Session (Elders), is accountable to the Senior Pastor-Head of Staff on a day-to-day basis. As a member of the staff, the Business Administrator will also interface regularly and cooperatively with other staff members, the Finance Committee, Buildings and Grounds and the congregation. The Sexton reports to the Business Administrator.

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**KNOWLEDGE AND SKILLS REQUIRED**

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**PERSONAL ATTRIBUTES**

- † Strong commitment to Jesus Christ
- † Good verbal and written communication skills
- † Effective administrative and organizational skills
- † Integrity and confidentiality
- † Continuous effort to develop skills and knowledge
- † Strong interpersonal skills

**TECHNICAL PROFICIENCIES**

- † Business and Accounting background and / or education
- † Basic understanding of building systems to effectively deal with building maintenance vendors
- † Proficiency in Excel
- † Experience in using financial software
- † Computer technical proficiencies preferred

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**RESPONSIBILITIES**

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**FINANCIAL MANAGEMENT**

- † Maintain the church's general treasury records, including contributions and cash disbursements. Includes maintaining an online relationship with online donation vendor.
- † Prepare checks and make bank deposits
- † Represent the church with bank, maintain records regarding safe deposit box
- † All payroll functions including semimonthly payroll, payment of withholdings, all quarterly 941 forms and W-2's and all end of the year tax forms.
- † Supervise the work of those who count weekly offerings and find replacements when necessary.
- † Prepare financial reports for Session; monthly and year-end
- † Maintain financial information and prepare monthly reports for Deacons, Memorials, Presbyterian Women, Men's Fellowship and Youth

- ✦ Prepare and disseminate contribution statements for members; 2<sup>nd</sup> Quarter, 3rd quarter and end of year
- ✦ Maintain records of insurance
- ✦ Assist with stewardship program – record pledges and provide reporting, prepare congregation pledge packets annually
- ✦ Be a staff advisor to the Administration and Finance Committee of the Session and attend monthly meetings

**PROPERTY MANAGEMENT**

- ✦ Regularly monitor all buildings and grounds to determine needs and to report them to the appropriate committee or individuals
- ✦ Provide daily to weekly updates to convener of Buildings and Grounds
- ✦ Purchase supplies and equipment as needed for building maintenance
- ✦ Supervise the day to day work of sexton and/or cleaning service
- ✦ Report to the Buildings and Grounds Committee any requests by outside organizations for use of church buildings as necessary and to monitor such use.
- ✦ Be a staff advisor to the Buildings and Ground Committee of the Session and attend monthly meetings and prepare minutes of meetings as requested.

**GENERAL ADMINISTRATION AND OFFICE MANAGEMENT**

- ✦ Maintain the church calendar
- ✦ Maintain all membership data
  - Update information on the computer as well as Clerks books
  - Prepare certificates, letters of transfer
- ✦ Maintain Session records, prepare packets and info for Session meetings
- ✦ Record weekly church attendance and prepare attendance reports for pastors
- ✦ Oversee all purchases for church office including supplies and equipment
- ✦ Serve as liaison for computer repairs and tech services
- ✦ Maintain all office equipment and general church equipment
- ✦ Represent the church with vendors and service companies
- ✦ Provide secretarial support to the pastors, other staff as time allows, and deacons and elders
- ✦ Maintain personnel records and record of background checks for employees and volunteers (Children's and Youth Directors responsible for training and to make sure background checks take place)
- ✦ Provide help, training, support, and collaborate on work with the Secretary of Publications
- ✦ Prepare the weekly bulletin and newsletter in the absence of the Secretary of Publications
- ✦ Schedule lay readers
- ✦ Oversee the daily operation of the office; distribute mail, open/close, answer phones and doors
- ✦ Provide a listening ear and kind words to those who come to the office seeking comfort

- † Handle any and all situations that arise in the course of the day
- † Collaborate on shared work with the Secretary of Publications
- † Work with Treasurer to ensure bills are paid and to analyze financial results
- † Interact with the Senior Pastor, Associate Pastor and other church staff to ensure proper and effective administration of Church, taking direction from the Senior Pastor
- † Interact and collaborate with other Business Administrators to learn about and improve church processes over time – Participate in the Church Network Group
- † Primary contact with outside vendors on work performed, services provided and payment for services

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**EXCELLENCE**

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The Business Administrator will know that excellence is being achieved when:

- † The overall atmosphere of the office is calm, upbeat and collaborative, to the extent controllable by the Business Administrator
- † Financial work is performed accurately and timely
- † The Business Administrator takes feedback about areas for improvement positively and corrects mistakes
- † Positive feedback is received from the many staff, church lay leadership and congregation interactions
- † The Head Pastor indicates (s)he feels the office is well controlled and running efficiently, and that the Business Administrator is providing adequate “heads up” about upcoming issues
- † The church building is in good repair and/or the head of Buildings and Grounds is aware of work that needs to be done

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**OUR CHURCH**

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FPC Ambler is a place where lives are changed by Christ and we live out our faith together.

**WORSHIP**

We believe we are called to worship the Living God corporately and individually.

**GROW**

We grow as disciples in Christ through participation in small groups, personal Bible study, and prayer.

**SHARE**

We are a people who are called to share the gospel of Christ with others through talking about our faith, helping others in need, and advocating for the disenfranchised.