

First Calvary Baptist Church

Church Business Administrator

Job Description

Position: Full-time, Salaried Position

Reports to Pastor

Hours: 8:00 AM -5:00PM EST

Status: EXEMPT

Position Description:

The Church Business Administrator (CBA) in concert with the Pastor is responsible for the execution of the business and administrative functions and operations of the church. The CBA will provide full-time, on-site management of the following business operations: facilities and property, including a seven-day-a-week program of classes, meetings, and civic and community outreach; financial management and contract administration; administrative support and coordination of resources for mission, program, and ministry; security and risk management; supervision of administrative and custodial staff; and oversight of office operations, technology, and church-related communications. The CBA works closely with the ministerial staff and directly supports the Trustee Ministry and several ministries.

Qualifications:

- Prefer a minimum of three years of experience in supervision and management of personnel
- Prefer a minimum of five years of experience in Business Administration or Accounting
- Strong Organizational and administrative skills
- Strong Interpersonal / people skills
- Strong verbal and written communication skills, with an excellent command of English composition and punctuation
- Business and accounting background/education
- Ability to adhere to strict Confidentiality
- Integrity
- Continuous desire and effort to develop skills/knowledge
- Strong research skills and commitment to best practices
- Requires professional and personal commitment to biblical Christian principles and teachings
- Must be able to prioritize and manage multiple tasks with frequent interruptions
- Ability to construct and maintain schedules
- Ability to train and supervise staff , and to delegate tasks as needed
- Ability to diffuse and manage volatile and stressful situations
- Maintain a cooperative team spirit with staff, volunteers and congregation.
- Personal dress and appearance appropriate to the business and ministry of the Church
- Requires passing criminal, financial and sexual misconduct background checks.
- Requires ability to use Word, Excel, Access, PowerPoint, Outlook and Internet

Education: Bachelor's degree in business, management, facilities management or related field; Masters of Divinity degree or Church Administration certification-degree is highly preferred. Must have a minimum of three years of experience in management, personnel supervision and in facilities management; excellent oral and written communication skills. Background as a Minister is highly preferred from an accredited Seminary or Biblical institution. MUST have a strong knowledge in Finance with experience working with a minimal budget of \$2M.

Salary & Benefits: Negotiable depending on experience. Benefit package (Negotiable) includes health, dental, disability and life insurance as well as retirement contribution.

Essential Duties and Responsibilities:

General and Staff Administration

- Work with all levels of staff (administrative, custodial, security, ministerial, etc.), ministries and other leadership to recommend, establish and when instructed, implement church policies as directed by the Pastor and/or Official Leadership Team (OLT)
- Maintain neat, orderly filings of all church personnel and financial documents
- Attend all Church Business Meetings as directed by the Pastor
- Ensure vendor relationships, invoices, purchases, contracts and services are performed in a timely manner
- Work closely with the Pastor, OLT and Chairs of Deacon, Finance, Trustees, and Personnel Ministries to achieve the business, administrative and communication goals of the church
- Develop business processes to improve operational efficiency of the church
- Develop policies to guide organizational and operational behaviors of the church
- Implement technology solutions to improve business and operational processes
- Review all purchases and provide assessment of spending trends and budgets to identify areas for improvement of efficiency
- Oversee all church insurance policies, acquisition and claims reporting
- Work with staff and ministry chairs to determine equipment needs and supervise purchases
- Attend annual training seminars/courses
- Supervise the cleanliness, general operation, security and maintenance of the church
- Coordinate and direct church volunteer efforts
- Supervise and provide direction as needed for update, maintenance and development of information databases and data entry
- Attend all staff and Leadership meetings and retreat
- Analyze trends in the market which would have major impact on the church, staff etc.
- Network with other CBA's to determine best practices
- Provide administrative support for all personnel and office activities; employee benefits; and salary administration along with the Personnel Committee.
- Work closely with Pastor to ensure that ministry leaders, and their respective ministries are properly supported and efficiently functioning
- Perform other duties as assigned by the Pastor, and Trustee Ministry
- Must be willing to perform tasks outside the required scope of responsibilities listed.

Budget and Financial Administration

- Work closely with the Pastor, Trustees, Treasurer and/or Finance Committee to coordinate the request for budget submissions for the review and management of the church Budget
- Serve as the central purchasing agent for the church
- Work closely with Trustee Ministry to maintain an inventory of all church property; annually, verify presence and condition; establish a schedule of replacement, upgrade;

- Be the primary contact person for church accounts receivable along with Treasurer and Finance Committee
- Assist the Pastor and/or ministries in preparation of the personnel budget;
- Oversee annual budget preparation for review by the Finance Ministry and assist in presentations;
- Participate in the development and implementation of financial policies, procedures and reporting
- Perform monthly bank reconciliations
- Prepare monthly financial statements, including adjusting journal entries
- Work with the certified public accountant and Treasurer during the annual audit as required;

HR and Payroll

- Work closely with the Personnel Committee to develop and implement HR policies and procedures for all FCBC employees.
- Assure that the Employee Handbook is kept current, and that employees are kept aware of any changes
- Conduct performance evaluations, assist in staff goal-setting, and make salary recommendations
- Serve as primary staff contact for all services and consultations
- Ensure timely and accurate weekly payroll submissions
- Review and maintain necessary computer payroll reports
- Update and maintain individual employee payroll files as needed
- Communicate and administrate various employee benefit packages as required;
- Distribute W-4s and I-9s
- Ensure Staff development and training on a regular basis
- Assist with the hiring and termination of employees in conjunction with the Personnel Committee
- Review and distribute annual W-2s and 1099s

Equal Opportunity Employer

REV 1/3/17