



Position: Church Administrator Job Description

OBJECTIVE:

The objective for the position of Church Administrator is to assist the Senior Pastor in the administration of all business functions of the church.

EDUCATION AND REQUIRED SKILLS AND ABILITIES

The Church Administrator must hold a Bachelor's degree from a four-year college or university with a major in Business Administration, Accounting or Finance preferred or have related experience and/or training; or equivalent combination of education and experience. Training and demonstrated skills in budget preparation and underwriting finance, computer systems, staff management and building maintenance are important. Good to excellent computer skills in Microsoft Office, Publisher and related programs are highly desirable. The successful candidate must have,

- extensive knowledge of accounting principles and practices;
- extensive knowledge of information technology;
- excellent interpersonal communication skills;
- supervisory experience;
- good organizational skills;
- the ability to work on multiple programs/projects at the same time;
- the ability to prioritize and to be flexible;
- good record-keeping skills;

- good facilitation skills;
- strong ability to manage;
- the ability to present oneself professionally;
- the ability to maintain confidentiality;
- the ability to work independently with little supervision;
- the ability to skillfully manage people, property and money
- a familiarity with the mission, vision and values of First Baptist Church; and
- the ability to perform in accordance with the mission, vision and values of the church.

Administrator will have direct responsibility for:

- **Fiscal Operations** – This area of responsibility covers management of and custodianship over financial and monetary assets and obligations. This shall include but shall not be exclusively limited to, cash flow management, payroll and payroll tax obligations, income and receipts, contractual obligations, accounts receivables and payables, development and oversight of purchasing policy, purchasing approvals and obligations, long term debt and liabilities and recurring expenditures.
- **Financial and Stewardship Management, Budgeting and Reporting** - This area of responsibility covers financial accounting, record keeping and reporting. This shall include but shall not be exclusively limited to, financial filing and record keeping, the financial reporting system, periodic financial and accounting reporting requirements, consistent adherence to proper accounting practices and principles, financial policies, budget administration, audit activity liaison, financial institution relationships, banking activities, invoice review and approval, stewardship campaign implementation and

execution, coordination with church officers and committees in preparation of annual budget, insurance of all types, confidential member giving records, purchasing and competitive bidding, capital asset and construction projects and fund-raising/development.

- **Additional duties to be negotiated at hiring: Non-pastoral staff and human resource organization-supervision, facility management and building usage, office management, and other duties as assigned and in keeping with the Administrator's interests, experience and strengths.**

GENERAL:

The Church Administrator must work closely with the Senior Pastor, the pastoral staff, church trustees and officers, church committees and ministry teams and must assist in facilitating the vision of the church. The Administrator shall serve as ex officio member of specified church committees and teams.

Other objectives include insuring that administration of church programs and facilities are provided in an efficient manner within the approved budget and staff limitations. The Church Administrator will participate as a full member of the senior (leadership) staff team on a peer basis with the pastoral staff and report only to the Senior Pastor. Attending staff retreats, church leadership meetings and functions, staff gatherings, and staff meetings are required. The Church Administrator reports to and is directly responsible to the Senior Pastor.

This position will require evening and/or weekend work and an unpredictable schedule. It is subject to deadlines and short time frames. The Church Administrator is a full-time Exempt Position under the provisions of the Fair Labor Standards Act of 1938, as amended.