

Faith Lutheran Church

Position Description – Business Administrator

Position Purpose:

This position provides leadership in all operational, financial and staffing matters of Faith Lutheran Church.

Position Classification:

This is a part-time, exempt position.

Position Responsibilities:

Operational/Financial

- Responsible for monitoring cash flow and ensuring cash balances are available to cover payment of invoices and payroll
- Monitor accounts payable to ensure timely payments are made
- Prepare monthly financial reports for dissemination to the Finance Committee and the Council
- Reconcile bank statements monthly and record journal entries for reclassifications and entry errors
- Seek input from staff and Committees on budget requests and prepare draft budget for Finance Committee review
- Prepare reports and narrative for the annual report and meeting
- Communicate with Committees regarding their budgets and expenditures, providing reports when requested
- Serve on the Finance and Stewardship Committees
- Serve as a resource for finance-related questions and issues
- Work with the Office Manager and Administrative Assistant to ensure proper financial controls and separation of duties are accomplished
- Serve as primary contact for all matters related to church property
- Serve as resource person to the Property Committee

Personnel

- Oversee the payroll function, including but not limited to making tax deposits; filing quarterly tax returns; preparing Forms W-2 and 1099; recording of vacation, holiday, personal and sick leave; and overseeing the workers compensation audit
- Serve as the contact for all insurance renewals and changes including liability and workers compensation insurance
- Act as a resource to staff regarding benefits
- Manage posting of job openings and new hire setup
- Conduct annual harassment training
- Maintain personnel files
- Serve as a resource person to the Personnel Committee

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Managerial/Administrative

- Serve as the liaison to Lake Area Discovery Center providing a communication avenue and representing the needs of the church
- Serve on the Communications Team, developing and implementing strategic church communications in consultation with Council, the Communications Manager, other staff and volunteers
- Perform annual job performance reviews for direct reports
- Other duties as assigned

Position Reports to:

Senior Pastor

Position Supervises:

Administrative Assistant
Communications Manager
Custodial Staff
Volunteers

Position Qualifications:

Required

- Bachelor of Arts or Science (preferably in business, finance or accounting)
- Training in Quick Books
- Ability to create and interpret financial statements
- Understanding of generally accepted accounting principles
- Advanced proficiency in Microsoft Office programs (*e.g.*, Word, Excel, PowerPoint) and network-related programs

Preferred

- MBA
- Previous supervisory experience
- Previous human resources experience

Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this

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responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.

- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry, analytical and artistic skills, and superior communication, organizational and coordination abilities. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance his/her skill set.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback the supervisor has collected from members of the governing committees or other teams, task forces, groups, etc. on which the employee serves
- Feedback from congregation members or volunteers with whom the employee interacts on a regular work related basis
- Feedback the supervisor has collected from direct reports
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.