

**POSITION DESCRIPTION
SECOND PRESBYTERIAN CHURCH**

I. TITLE: CHURCH BUSINESS ADMINISTRATOR

II. PURPOSE: The Business Administrator serves as an enabler for the Church's programs and plans, and as a member of the Program Staff. The Business Administrator manages the finances and business affairs of the Church, and coordinates that management through consultation with the affected Ministries of the Church.

III. ACCOUNTABILITY: The Business Administrator is accountable to the Pastor as head of staff and to the Session.

IV. RESPONSIBILITIES: The Business Administrator oversees the operations of the Church office, and organizes and directs the work of the Support Staff and/or volunteer office personnel in areas of Property Management, Personnel, Budgeting, Accounting and Finance, and Program Coordination, including

A. BUDGETING, ACCOUNTING AND FINANCE

1. Developing the annual operating budget in coordination with the Pastor and Ministry chairpersons;
2. Periodically analyzing actual and projected revenues and expenses and variances with the budget;
3. Providing staff support for periodic fund-raising activities;
4. Supervising all aspects of the finances of the Church, including handling all funds received and disbursed, accounting for the funds, preparation of budget and financial reports and working documents for committees, preparation of accounting records, payroll records, other specialized funding, financial forecasting;
5. Meeting with, and reporting on the activities of budget, finance and endowment committees;
6. Overseeing contract responsibilities and/or commitments;
7. Supervising the maintenance of Church membership, contribution and administrative records;
8. Approving all check requests, bill payments and applications for establishing credit accounts;
9. Providing necessary support for an annual review of Church finances
10. Counseling with Church leadership in financial and budget matters.

B. PERSONNEL

1. Establishing and managing all payroll and employee benefits, and performing or overseeing all related reporting activities.
2. Counseling with the Personnel Committee and with Church leaders on matters related to the Support Staff, including compensation and benefits
3. In coordination with the pastoral staff,
 - a. managing, hiring, training, assigning, supervising and discharging support personnel; and
 - b. planning and implementing programs for continuing education and professional development of staff.

C. PROGRAM COORDINATION

1. Coordinating and implementing policies related to scheduling and utilization of facilities.
2. Serving as the public relations contact person with groups outside the Church.
3. Assisting major program groups to provide a clear linkage between program and administration.
4. Acquiring and applying a thorough knowledge of the denomination and the relationship between the local church and its governing bodies

D. PROPERTY MANAGEMENT

1. Supervising the activities of the Facilities Manager and his/her staff
2. Managing the calendar for use of Church facilities
3. Maintaining appropriate property and casualty insurance for the Church's property

V. **RELATIONSHIPS:** The Administrator reports to and works with the Pastor as head of staff. The Administrator works directly with various individuals/groups such as the Stewardship Ministry, Personnel Committee, Treasurer, the Endowment Committee, the Clerk of Session, and other staff for the purpose of obtaining and sharing of information that might be useful in conducting the business affairs of the church.

VI. **EVALUATION:** Performance review will be conducted annually by the Pastor as head of staff and the Personnel Committee of the Session. Annually, the Personnel Committee will review the adequacy of compensation.

10/27/11