

Powell Church
Church Administrator Job Description

Title: Church Administrator

Purpose: The church administrator will work with pastors, finance committee, admin board, trustees, staff, and other committees as needed to administrate all business aspects of the church to help guide, direct and manage the critical functions to meet the church's long-term goals.

Description and Responsibilities: The church administrator reports directly to the senior pastor and will be responsible for the following areas, as well as other duties as assigned by the SPR and/or the pastoral staff:

Leadership and Supervision

1. Attend admin board, finance and trustees meetings as a non-voting member to report on status of all areas of responsibility and to receive direction in those areas.
2. Team with the pastoral staff to guide, direct and manage the critical functions of the church to meet the long-term goals of the church.
3. Oversee financial functions of the church (AP, payroll, financial reporting, debt reduction, etc.)
4. Serve as a member of the leadership team to provide support and visioning.
5. Coordinate planning and execution of new employee orientation.
6. Attend and participate in staff meetings.

Finance and Human Resources

1. Receive oversight and direction from the finance team, in collaboration with the pastor(s).
2. Control all spending and ensure that spending stays within the budget. In cases when excess of budget is required, ensure that finance committee is aware promptly and supportive of the expenditures.
3. Track debt reduction.
4. Prepare checks to be signed by others for all payable items.
5. Orient new employees in the areas of policies, processes and ensure proper computer equipment is provided for new employees.
6. Ensure that weekly offerings are counted and deposited in a timely manner. Recruit, train, and encourage counting teams.
7. Produce and manage accounting functions using QuickBooks, including payroll, accounts payable, electronic deposits and transfers, processing of weekly contributions, and general bookkeeping. Work with outside CPA to ensure that payroll taxes are properly paid and reported to the IRS, wages are reported annually to the Social Security Administration, and bank accounts are properly reconciled monthly. Ensure that the PUMC Financial Process document is implemented on an ongoing basis.
8. Produce timely, accurate and reliable financial statements (Summary, Budget vs. Actuals and Statement of Financial Position).
9. Coordinate the church mailroom.

Facilities and Grounds Oversight

1. Coordinate with trustees and technical department to implement regular maintenance schedules, e.g. HVAC, lighting, kitchen equipment, technical worship equipment.
2. Oversee rental agreements of the church.
3. Serve as a liaison between staff and trustees, safety teams, and finance team.
4. Assess needs and financial provision when large (e.g., excess of budget) projects arise.
5. Work with trustees and finance team to manage budgeted renovation projects and explore building needs.

Qualifications:

Possess a personal belief in the Lord Jesus Christ as Savior.

Be in agreement and wholly committed to Powell Church's mission and goals.

Minimum 5 years of supervisory experience in a similar environment. Bachelor's degree in applicable field preferred.

Skills, Knowledge & Abilities:

Skills needed include organizing, delegating, and supervising; evaluating effectiveness of existing methods and procedures; general knowledge of facility management, operating a variety of office equipment and computer programs.

Knowledge needed of organizational policies, procedures and systems; business office processes, including general accounting principles; various computer systems and applications; able to prepare effective and understandable documents and correspondence.

Time required: 20 hours per week on average, typically Monday through Friday from 8:30 am till 12:30 pm This position requires some evening and weekend meetings.

Compensation: The job will be compensated according to the educational background and experience of the person. Wage is to be determined each year according to the staff person's annual performance review. Health insurance available via deduction of salary.