

JOB DESCRIPTION— CHURCH BUSINESS ADMINISTRATOR

Principle function.—To assist the church in carrying out its mission by planning and implementing effective organizational and fiscal processes to achieve its goals.

RESPONSIBILITIES

1. Work with paid staff and church members to achieve the goals of the church.
2. Establish and operate an efficient plan of financial record keeping and reporting; develop bookkeeping procedures.
3. Prepare financial information for the finance and budget committees and treasurer of the church.
4. Serve as resource person regarding legal and business matters of the church. Study annually the church's insurance and recommend change if needed.
5. Develop and implement a long-range plan for updating equipment, furnishings, and software.
6. Lead the staff in acquiring training in ministry and technical skills.
7. Maintain records on church staff personnel. Establish and maintain records of equipment and facilities. Approve and process requisitions and purchase orders.
8. Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
9. Assist the church property and space committee in working with architect, contractors, and others in building, remodeling, and equipping church buildings.
10. Serve on the Church Council or leadership team. Serve as ex officio member of the deacons and church committees/teams.
11. Work with the church property and space committee in preparing an annual budget of maintenance and equipment needs.
12. Supervise workers in the maintenance and repair of all physical properties. Establish and implement cleaning, painting, and renovating schedules. Operate within approved budget.
13. Supervise the operation of food services.
14. Supervise assigned office personnel.