



JOB DESCRIPTION BUSINESS ADMINISTRATOR

Light of the World Christian Church has as its main priority the committed purpose to lead lost souls to Jesus Christ, equip youth, adult, and senior saints for service, and to proclaim the gospel message throughout the world. Our focused goal is to be a church of excellence in the community, for the community, transforming the community with the love of Christ.

POSITION REPORTS TO: Senior Pastor

POSITION SUMMARY: The Church Business Administrator will provide responsible leadership in supervising, coordinating, operating, planning, and evaluating the ministry operations of the church. This person will be called upon to provide effective administration, including constant and effective management of finances, human resources, and financial records, in addition to oversight of the use and maintenance of the church campus (and the resources therein).

The Church/Business Administrator is bound by confidentiality and transparency. The following are representative tasks in the main responsibilities of this position: Finances; Human Resources; Information Technology and Facilities and Grounds.

KEY OBJECTIVES:

1. Manages Human Resources functions for the church
2. Manages Accounting & Finance staff
3. Manages Church Office and implements policies for efficient operation
4. Maintains Information Technology structure and keeps IT operations up to date
5. Responsibility for efficient management of Facilities and Grounds

DUTIES AND RESPONSIBILITIES:

1. Provide an analytical interpretation of anticipated income/expenditures for a given period, as required by the Pastoral staff and/or Finance Committee.
2. Provide financial information and counsel to the staff and Finance Committee in relation to financial activities and budgeting.

3. Maintain regular contact with Church Treasurer, Finance Committee Chair, staff, and lay leaders as to the status of the church budget and expenditures in each ministry area.
4. Manages all Accounting & Finance staff (Accountant/Bookkeeper).
5. Reconciles all accounts.
6. Provide financial statements to individuals and ministry leaders.
7. Oversee count collections, recording, and depositing of all funds.
8. Transfer monies as needed.
9. Responsible for preparation of all State and Federal quarterly tax reports.
10. Review and maintain stewardship (donor) lists.
11. Meet financial requirements by submitting information for budgets and monitoring expenses.
12. Conduct reviews and evaluations for cost-reduction opportunities.
13. In partnership with the Finance committee, set goals and objectives, and design a framework for these to be met.
14. Manage the preparation of the church budget.
15. Supervise all support staff (including janitorial staff) daily.
16. Responsible for office management and implementing policies and procedures for efficiently operating an office environment that meets staff and member needs.
17. Oversee weekly staff meetings in cooperation with Senior Pastor to include setting agenda items and assigning follow-up action items.
18. Provide supervision and meet regularly with each staff member to ensure continuity to church mission and cohesion and fruitful cooperation between all ministry areas.
19. Provides supervision to HR, Accountant, Bookkeeper, Office Administrator, IT and Facilities Director and Assistant staff.
20. Serve as staff liaison to church committees and groups as requested by the Senior Pastor.

21. Provide primary contact for benefits/insurance programs for staff.
22. Coordinate time-off requests.
23. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
24. Achieve organization goals by accepting ownership for new and different requests; exploring opportunities to add value to job accomplishments.
25. Respond to building management/maintenance requests.
26. Coordinate maintenance and repair work by contractors as requested by the Trustees committee.
27. Facilitate requests for building use and supervise work with groups inside and outside of the church regarding bookings, setups, fee collections, etc.
28. Oversee practical usage of the church building.
29. Coordinate with all vendors who provide work on campus.
30. Maintain logs of all church maintenance and repairs.
31. Oversee all church contracts.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration/ Finance or related field. Master's Degree preferred. Six - eight years' experience working with churches or non-profit organizations a plus. This position requires demonstrated experience and success in financial and personnel management. It also requires the ability to organize, systemize, maintain, and oversee ministry area activities and maintain accurate financial and building records. Proven experience in non-profit or business settings with team management and fiscal management/ bookkeeping required. Proficient user of finance software, strong interpersonal, verbal, and written communication and presentation skills, ability to manage, guide and lead employees to ensure ministry area growth and appropriate financial processes are being utilized; a solid understanding of financial statistics and accounting principles required. Should have a heart for God and a servant's attitude.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Requires sedentary work involving standing or walking for brief periods, and some dexterity in operating office equipment. The position requires normal visual acuity and field of vision, hearing and speaking abilities.