



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 business operations of the church. This person is called upon to provide effective administration, including constant and effective management of financial, human, and physical resources the church campuses.

KEY OBJECTIVES:

1. Facilitate and coordinate financial operations of the church.
2. Implement best practices in church business facilities operations.
3. Achieve operational excellence in administrative, financial, information technology, staffing and physical plant systems.
4. Cultivate positive staff culture.

DUTIES AND RESPONSIBILITIES:

1. Provide an analytical interpretation of anticipated income/expenditures for a given period, as required by the Senior Pastor and/or Finance Committee.
2. Provide financial information and counsel to the staff and Finance Committee in relation to financial activities and budgeting.
3. Facilitate the development and execution of annual budgeting process for the church.
4. Manage all Accounting & Finance staff (Accountant/Bookkeeper), Office staff, and Facilities staff.

5. Oversee count collections, recording, and depositing of all funds.
6. Oversee the preparation and submission of all State and Federal quarterly tax reports.
7. Meet financial requirements by submitting information for budgets and monitoring expenses.
8. Conduct reviews and evaluations for cost-reduction opportunities.
9. In partnership with the Finance committee, set goals and objectives, and design a framework for these to be met.
10. Responsible for office management and implementing policies and procedures for efficiently operating an office environment that meets staff and member needs.
11. Administrate all HR functions such as hiring, terminations, performance evaluations, employee relations, etc.,
12. Coordinate staff development opportunities.
13. Serve as primary contact for benefits/insurance programs for staff.
14. Coordinate time-off requests.
15. Coordinate maintenance and repair work by contractors as requested by the Trustees committee.
16. Facilitate requests for building use, including rentals, and supervise work with groups inside and outside of the church regarding bookings, setups, fee collections, etc.
17. Coordinate all vendors who provide work on campuses.
18. Oversee all church contracts.
19. Serve as staff liaison to church committees and groups as requested by the Senior Pastor.

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.