



Job Title	Church Business Administrator
Position reports to:	The Grove UMC Lead Pastor
Employment status:	Part-Time/Exempt
Standard Work Schedule:	20 hours per week

**Position Objective**

The candidate will oversee the business affairs of our dynamic church. They will provide timely, efficient, and accurate bookkeeping services; manage accounts payable, general ledger, payroll, electronic giving, contributions, and financial databases; prepare and present financial reports and analysis to the church leadership; negotiate and oversee vendor contracts; manage building usage agreements; serve as a contact for the 3<sup>rd</sup> party IT company; act as a resource to enthusiastic ministry teams, the stewardship committee, the respected pre-school program; and participate on the Core Team.

- Roles and Responsibilities**
- **Accounting**
    - Process Accounts Payable and disperse funds as authorized
    - Complete bank statement reconciliations
    - Act as a contact for parishioners with online giving, endowment, & stock gift inquiries
    - Process incoming contributions, prepare bank deposits, maintain contributor records
    - Oversee the electronic giving platform and process
    - Participate in the annual internal financial audit
    - Lead the annual budget process
    - Advise the Stewardship Committee and Pre-School Program
  - **Business Management**
    - Vendor contract management: IT, facilities maintenance, mortgage, equipment, etc.
    - Facilitate communication with third-party IT provider
    - Manage building use agreements in cooperation with the building scheduler
  - **Human Resources**
    - Lead a team of volunteers who count the weekly contributions
    - Review and submit monthly payroll for church staff using ADP
    - Complete HR documentation and maintain personal files
    - Benefits administration
    - Update financial policies, procedures, and processes as needed
  - **Core Team**

- Contribute to Core Team meetings twice a month by preparing and presenting financial statements with analysis and recommendations
- Communicate financial information to the congregation via newsletter articles

## **Qualifications**

- BA in Accounting, Finance, or related field
- CPA designation or Advanced degree preferred
- 5+ years in accounting and financial management
- Demonstrated experience and expertise in non-profit accounting and financial oversight. Experience with faith-based organizations a plus.
- Excellent computer skills required: MS Office, ADP RUN payroll, church management and accounting software, and a willingness to learn additional software applications
- Demonstrated organizational skills
- Ability to multi-task and prioritize effectively
- Commitment to maintaining confidentiality of sensitive information
- Ability to maintain necessary records and reports pertinent to the finance function

## **Characteristics**

- Analytical and thorough
- Detail-orientated and organized
- Flexible and adaptable
- Self-starter with drive, initiative, and focus
- Positive, can-do attitude
- Ability to work independently and as a part of a team
- Ability to establish relationships and develop trust
- Desire to help people and support the growth of the church
- Passion for financial stewardship