

ST. PHILIP LUTHERAN CHURCH

Church Business Administrator

As the Business Administrator for St. Philip Lutheran Church, you will provide professional leadership and management for the business operations of the church, while upholding St. Philip's mission of intentionally building relationships through Christ to grow and serve. The 5 areas of primary responsibility include: office administration, providing administrative support, finance and accounting management, facility maintenance oversight (both the church building and the grounds), and staff supervision.

Essential Job Duties:

- Office Administration which includes providing administrative support to pastors, church council, and congregation. Responsibilities include management of church office, record retention and maintenance (both electronic and hard copy), ensuring discretion in handling of confidential matters, oversight of the church's computer system, ensuring church compliance with legal responsibilities, and attending meetings related to these areas.
- Provide administrative support to church ministries to support programs and ensure compliance with church guidelines. Responsibilities include monthly distribution of Treasurer reports, representing the Church Administration on ministry teams and task forces as required and attending related meetings.
- Partner with the church Treasurer to provide complete financial and accounting management for the fiscal operations of the church. These duties include processing payroll and filing the required 941 State and Federal tax withholdings for both St. Philip Lutheran Church and the St. Philip Early Learning Center on a monthly and quarterly basis; overseeing the receiving, depositing and recording of all income; coding and approving all payments (checks, debit cards and automatic withdrawals) while providing appropriate safeguards, and closing out the accounting books at month-end and year-end. Provide support for the creation, monitoring and reporting of the church budget. Issue W-2's and 1099's annually, as well as prepare all year-end reports including the Synod report and the accounting portion of the annual congregational report. Work with the stewardship team keeping track of all pledges in Excel, VANCO and Church Windows database.
- Management of church building, equipment and grounds – Work with vendors to coordinate facility maintenance and repair. Oversee services of contractors and vendors to ensure that work is performed in accordance with agreements, verify accuracy of billings and ensure timeliness of payments. Collaborate with volunteer property and grounds committee to see that mechanical and electrical systems are used efficiently and seasonal tasks are completed as needed.
- Direct management of Church Secretary/Editorial Assistant, part-time Bookkeeper and janitorial service contractor to efficiently and effectively support the needs of the church.
- Other responsibilities as necessary

This is a salaried, exempt position reporting to the Senior Pastor, and working closely with other church leadership such as the Deacon, church Executive Council, other staff members, ministry leaders and various church members.

This is a full-time position with a minimum of 36 hours worked per week. Hours may vary during peak and summer periods. This position will receive paid vacation, paid sick leave, eight paid holidays, FICA contributions, Portico Pension benefits, health insurance for employee, and travel/accident insurance while on church business. This position is also granted each year \$1,000 of continuing education funds to be used throughout the year. Salary will be commensurate with experience within range of \$40,000 - \$58,000 annually.

Required Qualifications:

- A minimum of 5 years of professional experience in finance
- Basic computer proficiency including MS Windows, Word, Excel and Publisher
- Proficiency with essential office equipment such as multi-line phones, copiers, fax machines, etc.
- Basic understanding of commercial property management
- Excellent organization skills, attention to detail and ability to multi-task
- Flexible and adaptable to manage new or unfamiliar issues
- Ability to work independently and solve problems as they arise
- Ability to work varying hours as needed during church holidays, peak season and summer periods
- Ability to attend meetings when occasionally scheduled outside of typical business hours
- Excellent communication skills, including the ability to listen attentively and compassionately and exercise discretion in dealing with confidential matters

Desired Qualifications:

- A basic understanding of computer hardware and networking
- Previous experience with church/non-profit finance, ideally including work with Church Windows
- Previous property management experience
- Member of National Association of Church Business Administrators (DBA: The Church Network)