

**ALDERSGATE UNITED METHODIST CHURCH
BUSINESS ADMINISTRATOR POSITION**

APPLICATION PROCESS

Thank you for your interest in this position. Qualified individuals shall submit a resume and cover letter to the Staff Parish Relations Committee by Monday, July 26th. Include your salary history in the cover letter. These materials can be mailed to Aldersgate United Methodist Church, Staff Parish Relations Committee (SPRC), 360 Robert Blvd, Slidell, LA 70458 or may be emailed to lane@aldersgate-slidell.org.

POSITION SUMMARY

The Business Administrator is a full-time position supervised by the Senior Pastor. The Business Administrator functions as controller, purchasing and contracts manager and office manager. This position also provides property oversight and administrative support for all ministry areas. Attitude and performance will be in keeping with the mission and ministry of the church.

POSITION REQUIREMENTS

Education: Bachelors degree or higher.

Experience: Church or business management and administration. Supervision of professional, clerical and non-office personnel.

RESPONSIBILITIES

General:

1. Supervise office staff (Church Secretary and Financial Secretary) and Building Superintendent directly and custodial staff indirectly.
2. Maintain personnel records, administer personnel policies and assist employees with personnel issues (vacation schedules, employee benefits, workers compensation, workplace safety, employee evaluation process, staff handbook, etc.).
3. With the approval of the Board of Trustees, research, recommend and negotiate major purchases and contracts such as computers, servers, phone systems, office equipment, furniture, service contracts, etc. Monitor ordering of supplies.
4. Seek ways to utilize new technologies and implement improved office processes and procedures.
5. Oversee and maintain the computer network (server, employee work stations, peripherals, etc.). Assist other staff with software and hardware problems.
6. Insure maintenance of important church records including legal documents (deeds, mortgages, contracts, etc.), Board of Trustees files, financial reports, payroll and payroll tax records, insurance policies and claims, paid invoices, cancelled checks, member contribution records, etc.

Finance:

1. Assist the Senior Pastor and the Finance Committee Chair as requested with all church financial matters. Attend Finance Committee meetings.
2. Approve invoices, make deposits and reconcile the bank account.
3. Review financial transactions for accuracy and adherence to Finance Committee policies. Prepare monthly financial statements.
4. Perform duties of the Financial Secretary in her absence.

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Finance (continued):

5. Coordinate the development of the annual budget in conjunction with the Senior Pastor and the Finance Committee. Prepare the Staff Parish Committee budget, as directed. Monitor actual expenditures monthly and provide budget variance explanations at monthly Finance Committee meetings.
6. Coordinate the annual Stewardship Campaign in conjunction with the Senior Pastor, the Stewardship Committee and the Finance Committee.
7. Prepare the annual Conference Audit Report.

Property Management:

1. Work with the Building Superintendent to insure that church facilities and grounds meet cleanliness and maintenance standards.
2. Assist the chair of the Board of Trustees with building and property matters (land acquisitions, building projects, mortgages, etc.) as dictated by The Discipline. Attend Board of Trustees meetings.
3. Secure/maintain adequate insurance for all perils and handle all insurance claims.
4. Oversee the rental/use of church facilities for non-Aldersgate purposes. Recommend policies/fees and assist church staff with insuring compliance.

COMMITTEE/MEETING REQUIREMENTS:

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| 1. Staff Meetings | 4. Church Council |
| 2. Finance Committee | 5. Stewardship Committee |
| 3. Board of Trustees | 6. Building Committee (when applicable) |

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Good oral and written communication skills.
- Significant knowledge of accounting, budgeting, finance and government regulations.
- Good technology skills (computer networks, personal computers, internet, hardware, software [very good knowledge of MS EXCEL required], phone system, office machines, etc.).
- Self-motivated.
- Respectful of confidentiality.

Duties and responsibilities may be added, deleted or changed at any time at the recommendation of the position's supervisor with approval of the Staff Parish Relations Committee. All changes will be communicated in writing prior to implementation.