



**BUSINESS ADMINISTRATOR
POSITION DESCRIPTION
JUNE 2021**

TITLE:	Business Administrator
SALARY:	\$58K - \$65K
PURPOSE:	To serve the church by providing overall direction to the property, legal, financial, stewardship, personnel, planning and business affairs of the church and providing leadership to and supervision of staff and volunteers involved in these ministries.
SUPERVISION:	The Business Administrator is under the direct supervision of the Head of Staff, and responsible to the Session through its Personnel Ministry
STATUS:	This is a full-time position with benefits.
EVALUATION:	An annual performance review will be performed by the Head of Staff

REQUIRED QUALIFICATIONS:

- BS in Business Administration, Public Administration, or similar professional experience. Masters level seminary degree is desirable, but not mandatory.
- Five years or more experience managing a million-dollar plus budget for a non-profit, corporation, or government agency
- Knowledge of human resource rules and regulations and management
- Desirable skills:
 - information technology systems
 - finance
 - fundraising
 - strategic planning
 - budget development and oversight
 - facilities management and compliance
 - policy development
 - event scheduling and management
 - food services
 - human resources and compliance
 - mentoring and team-building skills

- change management
- communications and marketing
- visioning
- conflict resolution
- risk management
- project management
- people management
- Experience in mobilizing and raising volunteers and leadership for various programs and will have led a staff through the critical stages growth.
- Understand and support purpose, vision, and core values of organization; have passion for ministry

RESPONSIBILITIES:

Personnel

- Act as liaison between, Head of Staff, Personnel Ministry, and Session on matters relating to personnel
- Prepare, implement and administer personnel policies as they apply to all Bidwell Pres employees, including the employee handbook
- Develop and update job descriptions and maintain all personnel records, determine training needs and arrange for training programs to enhance staff performance.
- Oversee the payroll process using an external company for processing
- Assist with recruiting, screening, and interviewing future staff positions.
- Facilitate annual performance reviews for Ministry Support Staff and make recommendations for salary increases.
- Negotiate and administer insurance for employee benefits and workers compensation

Administrative:

- Establish and maintain archived documents including legal documents, deeds, minutes of Session meetings, policies and procedures, events, budgets, attendance and other information as directed
- Serve as church contact and purchasing agent with outside suppliers and local government authorities. Review contract and agreements annually for potential adjustments
- Participate actively in Bidwell Pres functions and ministries. Obtain membership in the National Association of Church Business Administrators (NACBA)
- Attend daily/weekly meetings of the staff and ministries, monthly Session meetings, and other meetings as requested/required
- Ensure compliance with all relevant state and federal laws and regulations related to the operations of the church
- Participate as an ad hoc member of various church committees, assist in coordination of search committees
- Assist in preparations of congregational communications; coordinate church advertising under direction of the Head of Staff

Financial:

- Plan and oversee the facilities, maintenance, human resources, technology and administrative budget accounts and equipment acquisitions.
- Development of personnel budget

- Oversee annual budget preparation and income projections.
- Prepare monthly financial statements/reports and present them at Finance Ministry and Session meetings
- Advise the church treasurer of the current financial matters
- Adhere to all BPC and IRS finance policies and guidelines
- Provide oversight to the offering counting team

Stewardship:

- Manage with the Senior Pastor and the Stewardship elder all fundraising campaigns
- Provide project leadership and content for the annual report and overall vision

Facilities and technology:

- Manage Lead Custodian to ensure that internal and external buildings and grounds are maintained and schedule maintenance as required.
- Oversee operations of computer, telephone, and security systems.
- Manage the Hospitality Director to host events and meals for BPC ministries as well as outside events.
- Act as the staff lead for the Community Life ministry, hosting events and celebrations for the church.
- Negotiate insurance coverage for property, liability, health, and welfare benefits.

Policies, Laws and Session:

- Adhere to and enforce the Policy Governance policies and all other policies
- Advise session on possible policy updates
- Maintain bylaws and articles of incorporation with session
- Provide project leadership and content for the annual report and overall vision
- Have an understanding of laws affecting all church affairs regarding HR, finance, tax, facilities and stewardship

Supervision:

- Supervise and direct contract staff/staff/volunteers members in the following areas:
 - Custodial Lead
 - Office management
 - Community Life
 - Hospitality
 - Finance
 - Technology

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

The Business Administrator is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Perform other tasks as requested.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and listen. The employee frequently is required to use arms, hands and fingers. The employee must occasionally lift and/or move up to 30 pounds. The work environment is that of an office with a moderate noise level. Environments have controlled temperature. There is some work outside around the facility as well. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.