

Westminster Presbyterian Church

Spartanburg, S.C.

Job Description - Church Administrator

Date: August 11, 2016

Purpose: Works with staff and ministry leaders of WPC to prepare strategic plans that support the overall mission and vision of the Church, and facilitate the development of annual departmental and ministry budgets to support those plans. They help develop, implement, and administer the Church's accounting policies and fiscal strategy. This position is responsible for reporting on the financial health of the Church by maintaining oversight of all internal and external financial, accounting, tax, and reporting functions. The Church Administrator is responsible for managing all financial and regulatory reporting, financial information systems, audits, tax filings, cash management, and process improvements for the Church. This position will also oversee management of the Church's facilities.

Accountability: This position is accountable to the Senior Minister and will be a member of The Leadership Council (TLC). This is a Full time, Senior Staff, Exempt position.

Supervises: Church Secretary, Financial Secretary, Food Services Manager (PT position), Communications Manager (TBD), and oversight of technical services at the Church.

Work Hours: Regular work week is Monday through Friday. Flexibility is required in order to accommodate Session and Committee meetings that frequently occur outside normal business hours.

Profile: These are the attitudes, attributes and characteristics expected of *all* Westminster Presbyterian Church staff members. Those called to serve as staff members are expected to have:

- 1. A passion for the glory of God and a personal and growing commitment to Jesus Christ*
- 2. A commitment to the transformation of lives through the gospel of Jesus Christ*
- 3. A sense of call to excellence in Christian ministry and service*

4. *A commitment to Westminster Presbyterian Church and the advancement of its ministry*
5. *A respect for the church's history and traditions, with the courage to embrace change*
6. *A team ministry commitment which places the good of the whole over individual goals*
7. *An appreciation for working collaboratively with staff and church members*
8. *Integrity, humility, flexibility, and a sense of humor*
9. *A professional approach and appearance*

Essential Functions

- Ensures that the Church's finances are maintained in accordance with Generally Accepted Accounting Principles, and monitors the use of all funds
- Assures, coordinates and oversees compliance with all federal, state, and local laws and reporting requirements
- Coordinates the following with current financial secretary:
 - Accounts payable and receivable
 - Payroll
 - General ledger
 - Monthly income statement and balance sheet
 - Bank accounts
 - Investment and tax reporting
 - Individual contribution records
 - Membership statistics
 - Vendor contracts
 - Annual review or audit
 - Fixed asset listing for the Church, including the calculation and posting of depreciation
 - All insurance oversight, including casualty
- Coordinates, supervises, and reviews the annual budget process in collaboration with the Ministries, Finance Team and Session including Annual Pledge Campaign.
- Helps create and oversees the fiscal strategic plan for the Church.
- Monitors the overall operating budget for the Church.
- Oversees purchasing function by monitoring budget spending and supervising payables processing

- Oversees the preparation and communication of the monthly, quarterly and year-end financial statements to the Finance Team and Session, as needed.
- Approves expenditures under \$1,000. Higher amounts must be approved by The Leadership Council (TLC)
- Assists with benevolence requests
- Assists Westminster Day School Director with administrative oversight
- Following the Personal Policies and Guidelines, oversees HR functions and benefits including:
 - Oversight of retirement plan offerings
 - Medical and liability insurance carriers oversight
 - 403-B transactions and records administration
 - Maintenance of personnel files to include pay changes, 403-B updates, and Payroll tax changes
 - Receives and reviews monthly reports on staff absences and paid leave
 - Hires, trains, manages and evaluates direct reports
 - Coordinates training required by Westminster Presbyterian Church Staff.
- Assures, coordinates and oversees Facilities Management, including:
 - Coordinates telecommunication and information technology services
 - Coordinates requests for use of our facilities
 - Coordinates and oversees preventative and corrective maintenance of facilities
 - Coordinates and oversees purchase of facilities' supplies
 - Oversees church security
- Assures, coordinates and oversees Church Communications, including:
 - Prepares the meeting agenda and chairs The Leadership Council
 - Attends Commission, Session, and Staff meetings in order to provide a communication link between said groups and aid Elders in their various ministries
 - Responsible for coordinating various Communications outlets to ensure a consistent message across the outlets. Outlets include written forms, Sunday Bulletin, newsletter, specific mailings and electronic forms, Church website including social media and email blasts
- Maintain discretion and confidentiality while working with highly confidential information and conflict situations.
- Performs other duties as assigned.

Requirements: Bachelor's Degree or equivalent experience, minimum 3 years in managerial positions. Clean drug screen and background check. Exceptional organizational skills, ability to multitask and interact with members of the church, staff, and community. Able to adapt to changing duties and changing job description as deemed necessary by the Senior Minister or Session. Excellent communication skills and proficient in Microsoft Office 365. Hold or pursue NACBA certification. Proficiency with ACS software is desired.