**Business Administrator**

**Job Description**

**Type of Position:** Exempt **Hours Per Week:** 30

**Reports To**: Head of Staff and, through the Personnel **PMT Approved**: October 11, 2022

Ministry Team, the Session

**Supervisory Responsibilities**: Bookkeeper and Facilities Supervisor

**Job Summary:** To support and execute the vision of Columbia Presbyterian Church through proper day-to-day business management, facility oversight, financial planning, and risk management.

**Essential Duties & Responsibilities**

1. Facilitate needed resources and planning to accomplish ministry, mission, and program goals in alignment with the church vision.
2. Manage and lead the everyday administrative and support operations.
3. Coordinate and work with support and custodial staff.
4. Oversee onboarding of new employees and exit procedures of employees who are leaving.
5. Support the pastors, ministers, directors) and assist in the ministry planning process at the invitation of the HOS.
6. Initiate and facilitate the budgeting and financial planning process in cooperation with Church Treasurer, Board of Trustees, and the Session.
7. Provide oversight of financial operations and accountability.
8. Work with multiple team members including the bookkeeper, staff members and Trustees, to ensure compliance over revenue, expenditures, reporting, budgets, and legal requirements. Work with staff and Trustees to ensure the financial operations support the church’s mission.
9. Work with Facilities Supervisor to manage church property and maintenance needs.
10. Oversee contracts, contractors, insurance plans, security, internet, and other services as needed.
11. Oversee and purchase items within the Operations budget.
12. Pursue professional development pursuant to a plan approved by the Senior Pastor
13. Work collegially with other members of staff, Session, and the congregation to achieve mission, vision, and strategic goals of CPC.

**Secondary Responsibilities**

1. Attend Board of Trustees, Personnel Ministry Team, and Session meetings at their invitation or at the direction of the Head of Staff.
2. Pursue professional development pursuant to a plan approved by the Personnel Ministry Team.
3. Other responsibilities as assigned by Head of Staff, Personnel Ministry Team, or Session.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The following job specifications are representative of the education and experience as well as the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Education & Experience***

• Bachelor’s degree in Accounting, Finance, or Business.

• Minimum of six years of related experience at the manager level.

***Knowledge, Skills & Abilities***

1. Knowledge of the mission, vision, and values of Columbia Presbyterian Church and ability to abide by applicable standards of conduct, policies, and procedures.
2. Ability to interact with people from diverse backgrounds including volunteers, congregants, and staff to build solid relationships as expected in a Christian environment.
3. Demonstrated ability to supervise, motivate, and develop subordinates and to assist with same for church staff.
4. Strong organizational, problem-solving, and analytical skills with ability to manage priorities workflow.
5. Demonstrated level of high proficiency in MS Office Suites (Word, Excel, and PowerPoint) as well technical support and troubleshooting required.
6. Versatility, flexibility, and a willingness to work within constantly changing priorities.
7. Proven leadership and business acumen skills.
8. Ability to work independently and manage multiple tasks.
9. Ability to effectively communicate, verbally and in writing.
10. Commitment to excellence and high standards.

***Physical Requirements***

1. Sitting, standing, walking, bending, and reaching.
2. Engaging in repetitive movements of wrists, hands, and fingers – typing and/or writing.
3. Working frequently at close visual range (i.e., keyboarding and reading).
4. Receiving and responding to oral communication.
5. Exerting up to 20 - 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.