

**Church Administrator  
Pullen Memorial Baptist Church**

**Function:** Plans, organizes and supervises the administrative functions of the church including financial activities and records, office management, publications, technology, *facilities management*, and property use and maintenance. *Supervises related staff.*

**Duties and Responsibilities:**

Plans, organizes and supervises the administrative and property management functions for the church; hires, orients, trains, provides leadership and performance coaching and evaluation for assigned staff including staff working in communications, facilities management, technology, and financial roles, kitchen staff, as well as office and building maintenance volunteers.

Supervises Facility Manager; provides oversight to property and risk management, preventive maintenance, safety, supply and equipment procurement functions; oversees Facility Manager work with Building and Grounds Committee and Siler Garden Committee to establish building use policies and scheduling; identifies and supervises building maintenance and repair vendors; negotiates new or renewal leases.

Supervises and participates in all financial, risk management and budget tracking matters; supervises and provides back-up for record keeping for contributions, pledge payments, disbursements, general ledger, budgetary accounting, purchasing, payroll and accounts payable; supervises and participates in work with the Finance Committee, Stewardship Committee and Treasurer to support audit and investment functions; supervises and participates in budgetary and financial projections and the compilation of periodic and special reports as requested by the Treasurer and by the Finance, Personnel and other committees.

Has overall accountability for recruiting, organizing and supervising *facilities management*, office, building maintenance, and other volunteers in support of the administrative and property management functions of the church; along with Facilities Manager works with Handy Corps (group of building repair/improvement volunteers). Works with Administrative Volunteer Coordinator, and receptionists; determines which tasks are more economically and/or effectively done by volunteers or outsourcing, or in combination with staff.

Supervises and participates in the personnel function of the church by assuring that Pullen by-laws, personnel policies and applicable federal regulations are met in regard to all employees; administers the retirement and health benefit plans; administers special benefits plans such as the ~~Premium Only Plan~~ and the Flexible Spending Account; supports the Personnel Committee with research on benefit program features and costs; manages, maintains, and preserves personnel records and related documents.

Provides information and office technology management including hardware, software, peripherals, copiers, telephone system, etc.; serves as liaison with technology contractor; performs needs assessments, acquisition and preventive maintenance of technology; manages through assigned staff the print and electronic publication and communications processes.

Manages the administrative component of the Wednesday Night Program including hiring and supervising kitchen staff, directing purchasing and assuring set-up and clean-up.

Performs other duties as designated by the Pastor.

## **Relationships:**

- Is supervised by the Pastor
- Supervises employees in various administrative roles including financial, communications, facility management, technology, and cleaning, food preparation; makes assignments to and office and building maintenance volunteers.
- Serves as staff liaison to the Finance, Building and Grounds, Technology, GEMS and Siler Garden committees; is an ex officio member, without vote, on the Coordinating Council.
- Works cooperatively with all Councils, Committees and staff; may have specific assignments to ad hoc groups.

## **Qualifications:**

- Bachelor's Degree in administration and 3 years of experience in administrative management or an equivalent combination of education and experience
- Experience as a church business administrator and some supervisory experience preferred
- Demonstrated competence in financial, property, information management and leadership
- Working knowledge of Excel and ACS or ability to learn within six months

## **Additional recruitment information:**

### Examples of knowledges, skills and abilities

Demonstrated knowledge, competency and experience in areas such as

- property and health insurances and risk management
- budgeting, financial and database systems administration and back-up
- facilities management, building maintenance and renovation coordination
- federal charitable gift and payroll regulations
- church stewardship campaigns, capital campaigns
- volunteer recruitment and supervision
- staff motivation and communications, performance coaching and evaluation, and general supervision
- information technology management and operations
- human resources laws and policies
- communications programs and strategies

Demonstrated personal integrity and ability to maintain confidentiality;

Knowledge of general accounting principles and practices including accounts payable, budgetary accounting, and payroll; knowledge of financial investments and banking services preferred;

Knowledge of and skill in the use of Excel, Acrobat and Publisher preferred;

Knowledge of or ability to learn membership database and financial accounting software; experience with ACS financial software preferred;

Skill in collaborative conflict resolution and ability to view issues objectively;

Financial expertise; ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records, and to provide back-up for staff involved in payroll and accounting;

Ability to be bonded;

Attention to detail; accuracy and thoroughness in the analysis and preparation of financial records and reports;

Ability to deal effectively with neighboring property managers and with outside contractors, with demonstrated knowledge of building / facility needs.

Ability to plan and determine priorities for self, staff and volunteers; ability to combine hands-on work with ability to delegate;

Ability to work independently and to exercise sound judgment in determining priorities and in making decisions in conformance with church policies and with applicable laws and regulations;

Ability to interpret and apply personnel and financial policies, laws, and regulations to specific situations;

Ability to establish and maintain effective working relationships with congregational members, volunteers, staff and officials in related agencies;

Ability to communicate effectively in oral and written forms.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, hearing, lifting, climbing, balancing and making repetitive motions.

Most work is in an office setting, but some facilities and office management work may require ability to exert 20 pounds of force.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, read building plans, perform visual inspections, operate hand tools and equipment, and make facility repairs.