

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Business Administrator

Reports to: Associate Pastor for Administration and Outreach Effective: 7-1-2018
Directly Supervises: Facilities Manager, Finance Manager, Office Manager, Director of Food Services
Status: Full Time
FLSA: Exempt

Job Summary

Provide administrative leadership within the context of the community of faith to encourage responsible stewardship of the resources of staff, property, financial gifts, and members' talents in the ministry of Jesus Christ. Provide administrative leadership, structure and support for staff, committees and members, and manage church processes to most effectively advance the work of the church.

Essential Functions:

Finances

- Review and approve the weekly batch of check requests and checks ensuring all expenses are in line with budget and general stewardship guidelines
- Review and track all bank deposits
- Review the monthly bank reconciliation to verify bank deposit and credit card income amounts, review checks and other expenses.
- Review the monthly journal entries to ensure money is being transferred appropriately.
- Facilitate the annual budget preparation cycle, ensuring all teams stay under budget. Help prepare reports for Session to review and approve.

Facilities

- Supervise Buildings and Ground Supervisor. Ensure all daily maintenance and room-set-ups are being carried out. Help prioritize repair projects based on urgency and budget constraints.
- Manage the Scheduled Maintenance budget
- Work with the Property Care Committee Chair to develop the agenda for the monthly Property Care meeting. Act as a liaison between the committee and the staff.
- Coordinate special maintenance or construction with the Buildings and Grounds Supervisor
- Oversee contractual services for building and grounds maintenance

Kitchen

- Support the Kitchen Director to be sure all meals are come in on budget and to appropriate quality standards.

Operations

- Lead the twice monthly administrative meeting. Ensure all administrative assistants and personnel are informed, coordinated, and properly resourced.
- Coordinate special church wide projects such as mailings, special event, etc.
- Troubleshoot issues as they arise to ensure a smooth, well run, seamless campus experience

Risk Management

- Manage the annual renewal of all liability and workers comp insurances
- Continually assess and improve oversight of systems to support security and safety

IT

- Act as the first point of contact for all computer and technology needs
- Based on time, budget, and other resource availability, decide in consultation with the Office Manager if a project needs to be outsourced to IT contractors, or handled in house
- Oversee technology inventory to ensure staff have adequate tools to do perform their duties. Decide when upgrades or replacements need to be recommended to the Property Care Committee
- Assist the Communications Department in their management of all AV equipment

HR

- Coordinate and manage the flow of time off requests and approvals
- Oversee the hiring process for all non-pastoral and program staff positions to find the best person for the job.
- Coordinate recruitment, interviews, hiring paperwork and background checks, as well as the onboarding process.
- Act as a resource to managers to advise them on employee and team development
- Work with the program staff to create opportunities for learning, community building, and general development

Minimum Qualifications:

Graduation from an accredited college or university with a BA or BS in Business Administration, Management or related area of study.

Understanding of and proficiency in financial accounting.

Supervisory experience with multiple direct reports in a church, non-profit, or related business setting.

Minimum of five years of experience with multiple staff congregation preferred.

Core Competencies

Supervising Work: Has the ability to establish clear expectations with clear direction; sets goals and objectives; distributes workload appropriately; provides regular and ongoing feedback about performance; proactively addresses substandard performance; engages disciplinary processes in a timely manner.

Teambuilding: Blends individuals into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; builds excellent morale and spirit in his/her team; shares wins and successes; projects confidence and professionalism for the entire team; creates a feeling of belonging and motivates the team to excel.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and applies effective solutions; can distinguish between symptoms, causes and implied solutions; makes decisions in a timely manner based upon a blend of research, experience, risk-taking, and good judgment.

Organizational Knowledge: Knowledgeable in the dynamics of congregational communication, decision making and leadership works; recognizes how to get things done through formal and informal decision making channels; able to maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Hiring and Staffing: Seeks to identify new talent; attracts and hires the most qualified and well-suited people; clearly defines the essential functions and core competencies of a role prior to hiring; selects capable and strong candidates; institutes sound hiring practices; strengthens the team through diversity.

Process Management: Utilizes a management system resulting in the responsible processes necessary to achieve goals; understands how to organize people and activities; manages time and tasks for efficient work flow; balances metrics appropriately; understands what to measure and how to measure it; accurately assesses opportunities for synergy and integration; and utilizes resources effectively to maximize efficiency.

Integrity and Trust: Viewed as a positive role model; regarded as trustworthy by others; communicates diplomatically and appropriately in direct, honest and transparent ways; responds to situations with constancy, reliability and respect.