

# BUSINESS ADMINISTRATOR – JOB DESCRIPTION

The Business Administrator is responsible for overseeing financial and property management functions for the Church in addition to maintaining various human resource functions. This position oversees a number of administrative duties, maintains Church records and archives, and consults with and advises the Senior Pastor and other members of management on business and administrative matters affecting Salem Evangelical Church. This person manages/supervises non-ministry personnel.

## Classification

Full-Time

## Average Work Schedule

8AM – 5PM, Monday – Friday

## FLSA Status

Exempt

## Department

Administration

## STATEMENT OF EXPECTATIONS

Salem Evangelical Church (SEC) expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

1. Adhering to the Church's policies and supporting Management decisions and goals in a positive, professional manner;
2. Possessing a strong and growing personal commitment to Jesus;
3. Representing SEC with a high level of integrity and professionalism;
4. Demonstrating willingness to adapt to changing business needs and deadlines;
5. Possessing a work ethic that includes neatness and punctuality;
6. Exhibiting a professional, businesslike appearance and demeanor;
7. Demonstrating knowledge of and adherence to SEC's equal employment opportunity (EEO) policy and practice by: treating all individuals with respect; displaying sensitivity for cultural differences; educating others on the value of diversity; promoting a work environment free of harassment of any type; contributing to the construction of a diverse workforce; and supporting affirmative action; and
8. Performing the essential functions of the **Business Administrator** safely, without endangering the health or safety of self or others; reporting unsafe or potentially unsafe conditions; complying with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

## ESSENTIAL FUNCTIONS

1. Oversee, coordinate with, and support the Human Resources Director of the church.
2. Work with the Senior Pastor, HR Director, and the Church Council to establish, maintain and update procedures regarding the employment, compensation, benefits, and guidelines for staff.
3. Work with the Senior Pastor and Church Council to establish and maintain policies and procedures regarding compliance with federal and state employment regulations, OSHA requirements and restrictions and the overall safety of buildings and programs.
4. Review and update church policies to provide to Council for approval as necessary.
5. Coordinate with HR Director and staff for background checks on all volunteers as needed.
6. Oversee hiring, supervision and job descriptions for personnel as needed.

## Financial Management

1. Oversee the purchasing process and maintaining vendor relationships.
2. Oversee the preparation of monthly and annual financial reports to ministries and committees. Prepare income and expense information for annual conference.
3. Work with the Finance Committee to prepare the annual budget and to administer that budget.
4. Oversee and provide for annual financial reviews (or as the Council may desire) and facilitate audits as desired by the Church Council.

**Administrative**

1. Coordinate liability and property insurance and workers’ compensation programs.
2. Oversee the management of church records, archives, and administrative records. Maintain historical human resource records. Maintain past and current records as directed by law.
3. Attend staff and support committees to include Church Council of Administration, Trustees, Finance Committee meetings and other ministry meetings as assigned or as necessary as a non-voting member.
4. Consult with and advise senior pastor and other principal persons on business and administrative matters that affect SEC.
5. Facilitate a periodic review of computer systems and office equipment. Research products, software, etc. to maintain appropriate and functional communications and computer system.
6. Oversee safety and risk management regulations, policies, and procedures.
7. Review and recommend need for additional staff.

**Property Management**

1. Develop and administer policies and procedures concerning the use of church property and facilities.
2. Administer the church building and grounds maintenance budget, including utilities and contract services.
3. Oversee and review bids and quotes and negotiate contracts. Oversee construction, improvement, and repair projects.
4. Establish and monitor facilities and vehicles, in conjunction with the Trustee’s preventive maintenance programs.
5. Periodically evaluate the insurance needs of the church.
6. Oversee the energy management system.
7. Oversee the security of the church to include key issuance.
8. Oversee and maintain an inventory of church property and equipment.
9. Coordinate vehicle operator volunteers, background checks, and policy and procedure implementation. Work in conjunction with the Trustees relating to vehicle maintenance and repairs.

**ADDITIONAL RESPONSIBILITIES**

1. Perform other duties as assigned by the Senior Pastor.

**INTERACTION AND ENVIRONMENT**

Work areas are inside in a climate-controlled environment with light to moderate background noise.

Reports To: Senior Pastor

**MATERIAL AND EQUIPMENT USED:**

Computer	Fax Machine	Copier
Email	Telephone	Voicemail
Microsoft Office Suite	General Office Supplies	Elexio

## **PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

SEC complies with the Americans with Disabilities Act (ADA) and will strive to make reasonable accommodations in order to enable individuals with disabilities to perform the essential functions of their job. The expected physical demands of the position are described below.

1. This position requires the employee to spend approximately 75% of his or her time working at a desk; the balance of time (approximately 25%) is spent moving around work areas.
2. This position requires the employee to effectively communicate with coworkers, church attenders, and outside agencies, by telephone and in person.
3. This position requires the employee to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
4. This position may require the employee to transport, with or without assistance, up to 25 pounds of files and office supplies.
5. This position may require the employee to access files or stock supplies in low cabinets and shelves.
6. This position requires the employee to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

## **PROFICIENCIES**

1. Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Solid word processing and computer database skills with knowledge of Microsoft Office applications.
3. Strong understanding of computer transactions needed to perform administrative tasks.
4. Demonstrate a strong working knowledge of administrative tasks and functions.
5. Good interpersonal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
6. Strong analytical ability with active listening skills.
7. Possess excellent customer service skills.
8. Strong understanding of accounting procedures.
9. Ability to:
  - Take initiative and prioritize tasks; excellent time-management, organizational, problem-prevention, and problem-solving skills
  - Work accurately with close attention to detail
  - Maintain confidentiality of sensitive information
  - Ability to study and apply new information

## **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in a related field or, five (5) years of work experience in Business Management, Administration, or Finance.