

# **THIRD PRESBYTERIAN CHURCH**

## **BUSINESS ADMINISTRATOR**

### **NATURE OF WORK**

- **The individual in this position will be involved in all financial, reporting and accounting activities of the Church**
- **This Individual will assume fiduciary responsibility for all financial resources and transactions included in the job description**
- **This individual will report to the Trustees and will work under the supervision of Trustees and the Senior Pastor**
- **This individual's performance will be judged by the Trustees and the Senior Pastor through a review of reports, audit results, presentations to the Trustees and by the recommendation of the P & A Committee**

### **EXAMPLES OF WORK**

**Administer payroll for all church employees, including all filings, deductions and payment reports**

**Administer all contracts and transactions for:**

**Supplies  
Services  
Utilities  
General Construction**

**Administer all church financial funds and transactions (except contribution records kept by the Treasurer).**

**Provide monthly report to Trustees on church financial status with respect to the church budget. Assist in preparing year end reports and budget proposals.**

**Maintain the confidentiality and security of all financial data**

**Obtain and record authorization for all business transactions**

## **FINANCIAL SYSTEMS & CONTROLS**

**Administrator should maintain appropriate financial systems for all aspects of the work including but not limited to:**

- **Complying with all government regulations, legislation and church by-laws**
- **Helping to develop budgets, financial plans, identifying trends and areas for improvement**
- **Assisting in internal and external auditing services**
- **Achieving timeliness for payments and reports**

## **QUALIFICATIONS FOR POSITION**

**The candidate must demonstrate a thorough understanding and familiarity with current accounting, finance and business administration practices.**

**This can be achieved by:**

- **Having a B.A. in Finance, Accounting or Business Administration**
- **A record of Course Work in areas cited above**
- **A record of previous experience or training that provides the knowledge, skills and abilities requisite to this position**

**Additional Requirements for this Position:**

- **Working knowledge of Quick Books, Excel and other Microsoft Office Systems**
- **Knowledge of state and federal laws that pertain to payroll administration**
- **Ability to anticipate and initiate required work and follow through to meet deadlines**
- **Ability to communicate clearly and work efficiently both independently and collaboratively**