

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**