

JOB PROFILE  
Church Administrator/Financial Secretary  
St. Mark UMC

**POSITION SUMMARY**

The Church Administrator oversees financial management, information technology (IT) management, human resources management, and oversight of facilities. This position conducts the business affairs of the church and manages the daily operation.

**KEY RESPONSIBILITIES**

**OPERATIONS MANAGEMENT** - Oversight of administrative functions of the church; (Child Development Center and Preschool-on a consultative basis). Responsibilities include:

- Supervision of some non-ministry employees to include: Administrative Assistant, Facilities manager (currently not staffed), Groundskeeper, Activity Center Director, Janitorial (contract) service.
- Perform performance appraisals for staff (those reporting directly to Church Administrator) when requested and provide to SPRC for review.
- Oversight of computer equipment/software (network, Wi-Fi, phones) to facilitate record keeping/administrative activities.
- Oversight of church vehicles (use/maintenance of vehicles maintained by CDC; gas/insurance paid by church).

**BUDGET DEVELOPMENT & REPORTING** - Prepare/maintain all financial reports to include preparation of Final St. Mark annual budget. Responsibilities include:

- Prepare/maintain all financial reports for the Church, Preschool, and Child Development Center (previously handled by CPA).
- Work closely with the Finance Committee, Church Treasurer and Pastor on all financial matters including budget compliance (previously handled by CPA).
- Perform all accounts payable, contributions, and payroll functions for the church, PS, and CDC (Processing of payroll handled by CPA).
- Reconcile all monthly bank statements (previously handled by CPA).
- Process all contributions in a timely manner and prepare bank deposits
- Supervise creation/distribution of all contribution statements on a quarterly basis
- Submit quarterly tax returns and distribute all tax forms (W-2s, 1099s) in a timely manner; ensure timely payment of all monies due to the IRS from the church (previously handled by CPA).
- Serve as health and pension benefits liaison between staff and health/benefits providers

**OTHER** - Attend Church Council, Finance, Executive, Trustees committee meetings (as well as CDC and Preschool boards as needed).

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**ACCOUNTABILITY** - This position reports to the Senior Pastor with accountability to the Staff-Parish Relations Committee.

**EDUCATION & EXPERIENCE**

- Bachelor's degree in Business Administration (Accounting major preferred)
- 5 years related experience in accounting or equivalent combination of education and experience
- Supervisory experience preferred

**SKILLS**

- High level of integrity/trustworthiness
- Excellent communication skills
- Ability to negotiate/problem solve
- Ability to work in team environment with all levels of the organization/volunteers
- Organized with strong attention to detail
- Professional, proactive, able to prioritize
- Basic understanding of legal issues related to the church

**JOB STATUS**

Full-time, exempt

**WORK ENVIRONMENT**

Work hours will include some evenings and weekends in addition to established office hours.

**EMPLOYEE/SUPERVISOR ACKNOWLEDGMENT**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

