

Salary: Open

Type: Full time position-Experienced

Denomination: Presbyterian

Category: Administrative Support

Required Education: Bachelor's Degree, Business Administration, Finance, Accounting or Related Field

First Presbyterian Church, Gastonia, North Carolina

Position Description: Performs a variety of administrative/supervisory duties required in the business operations of the church. The Business Administrator is responsible for the efficient processing of payroll, contributions, collections and postings, accounts payable, accounts receivable, purchasing, investments, reporting, audits, and maintaining records in accordance with generally accepted accounting principles. The Business Administrator will supervise those persons assigned to her/him assuring that all procedures are secure and efficient. Responsibilities include oversight of computer systems, contracts, insurance, pension plan enrollment/maintenance and human resource benefits and pension administration. She/he will periodically evaluate the insurance needs of the church to ensure appropriate and adequate insurance coverages are in place. She/he will assume any duties and assignments given by the Senior Pastor or the Session of the church.

Essential Duties: Approves all requisitions and ensures adherence to purchasing procedures set forth in purchasing policies of the church. Approves accounts payable and cash receipts transactions. Reconciles bank accounts and various general ledger accounts at month end. Prepares and distributes reports for staff, standing committees, and the church at large. Assists employees with the use of any financial software. Performs various daily, monthly and year-end closing processes on a timely basis. Prepares work papers as required for reconciliation of bank accounts. Reviews general ledger entries for completeness and accuracy, including deposits, accounts payable, accounts receivable, and preparation and submission of payroll for processing by the contracted service provider. Serves as the staff liaison to the Stewardship Committee, Missions Committee, Budget Committee, Building and Grounds Committee, Communications Committee, Finance Committee, Investment Committee, Presbyterian Endowment Trust Committee, Scholarship Committee and other committees as needed.

Supervisory Responsibilities: This position supervises the persons assigned to her/him to include Maintenance Supervisor, Financial Secretary, Administrative Assistant, Receptionist, Communication Director, Membership Development Director, and Kitchen Assistant. She/he also supervises the procedures for the transmittal of any monies.

Knowledge, Skills and Abilities: Ability to communicate effectively orally and in writing. Knowledge of business principles, accounting and payroll procedures, mandates, reports, and deadlines. Skilled in facilitating the development of alternative solutions and addressing recommendations. Ability to organize assignments provided by the Senior Pastor, Finance Committee, Personnel Committee and work independently. Skilled in the use of current technology and software systems. Ability to work effectively with others and resolve differences. Works with the Senior Pastor and other staff to champion stewardship as well as any and all financial processes. Knowledge of office procedures required in the efficient management of a business office. Maintenance of all personnel files in accordance with church policy as well as federal, state and local laws. Strong interpersonal and communication skills in providing appropriate leadership with assigned staff and peer staff as well as functioning effectively in a team oriented work environment.