



BUSINESS ADMINISTRATOR

A. Position Overview and Accountability

The Business Administrator supports the pastor's responsibilities for the Church and is responsible for the day-to-day operations of the church as they apply to staff positions, supervising and supporting accounting, maintenance, volunteers, education, training, vendor management, and all other projects as defined by the Lead Pastors. In collaboration with the Lead Pastors, the Business Administrator develops comprehensive planning, implementation, and evaluation of the Church's goals and objectives. The Business Administrator enables the efficient and effective administration of Church resources. Must have a comprehensive understanding of, and the ability to maintain confidentiality in sensitive matters. Should understand and be aligned with the mission and ministries of the Church, working with compassion and consideration of others.

B. Essential Functions

Facilities Management:

1. Work with the Building Maintenance Manager to become familiar with the different vendors used by Hope Lutheran Church.
2. Coordinates security measures to protect staff and volunteers. Handles after hours support for security, alarms, and all personnel at all campuses.
3. Be familiar with the Virtual Keypad door lock system and alarm system for all campuses.
4. Be familiar with the app for controlling thermostat system at all campuses.
5. Be familiar with Disaster Preparedness and Response protocols.

Administrative:

1. Responsible for planning and implementation of all church projects as defined and approved by Church Council and Lead Pastors.
2. Continues collaborative working relationship between the Synod Office, Church Council, Pastors, and members of the congregation.
3. Participates in Church Council meetings.
4. Participates in Disaster Preparedness and Response Committee Meetings and maintains/updates the Disaster Preparedness and Response Plan.
5. Takes minutes at staff meetings and disseminates via email to the "all employees" distribution list.
6. Develops a collaborative relationship between the various ministries and outreach programs.
7. Maintain the inventory of gift cards given to people in need and reconcile monthly. The reconciliation is provided to Hope's Bookkeeper for inclusion in the monthly financial reports.
8. Register participants in various conferences: Synod Assembly, Conference on Ministry, STS, etc.
9. Serve as administrator of Hope Lutheran Church financial accounts and Church Management Software and assigning permissions to the appropriate staff.
10. Serve as administrator of the VOIP phone system. This includes updating the automated messaging and updating staff as needed.
11. Be familiar with all modules of Hope's Church Management Software programs (CDM+ and Subsplash).

12. Maintain and update login information for all accounts used by Hope Lutheran Church.
13. Help to develop the annual budget, specifically for Office Salaries, Supplies, and utilities.
14. Manage the various contracts with vendors. These include but are not limited to copy machines, phone system, IT services, internet/phone contracts.
15. Manage and update the REACH announcement screens for three TV's at Hope Central Campus (2 in lobby area and 1 in Narthex area), Hope Lake Weir Campus (can be done from computer program), and Hope South Campus in collaboration with Hope's Communication Director.

Personnel:

1. Updates job descriptions for all staff as required.
2. Maintains personnel folders for all employees.
3. Perform onboarding process for all employees. This includes input in the E-verify system and FL New Hire Reporting System (also removing employees from this system if no longer employed).
4. Oversees the administration of salaries and benefits programs.
5. Supervises and directs clerical support staff.
6. Be familiar with the tasks of each office employee and serve as backup if needed.
7. Participates in employee hiring and separations of the church in collaboration with the Lead Pastors.
8. Effectively communicates responsibilities to staff and ensures they have necessary tools to succeed.
9. Maintains effective communication with appropriate personnel.
10. Initiates a performance review program according to church policies and procedures.
11. Maintains an open channel of communication with the Lead Pastors.

The duties of this position are not limited to this description and may change to include other responsibilities as the need arises.

C. Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and paper cutters.

D. Physical Demands

Constantly operates a computer and other office productivity machinery, such as a computer, copy machine, and computer printer. The person in this position needs to occasionally move about inside the office to access the file cabinets, office machinery, etc. Frequently communicates with others and must be able to exchange accurate information.

E. Position Type/Expected Hours of Work

This is a full-time exempt position. Benefits include sick time and holiday pay as defined in Hope Lutheran's policies and procedures.

F. Travel

This position may require employee to use personal vehicle in the course of normal work. This will include traveling to more than one church campus to facilitate special event needs. Employee may be required to travel for continuing education or other training or meetings. Mileage and expense reimbursement will be provided per church policy.

G. Requirements

Education and Experience:

1. College degree in Business Management, Accounting, Administration or another related field.
2. Operations experience within a church environment, financial and budgetary experience and the ability to monitor revenue and expense guidelines.
3. Five or more years of successful supervisory experience
4. Knowledge of accounting practices and procedures and ability to oversee day-to-day cash flow and church finances.
5. Ability to plan, organize and execute an efficient plan.
6. Ability to work closely with all church personnel including employees, volunteers, and congregation members setting a high level of moral support for all.

Organizational/Interpersonal Skills:

1. A high level of organizational and interpersonal skills.
2. Attention to detail and working well with others.
3. Compassion and care for those with special needs is essential.

Language/Communication Skills:

1. Ability to communicate effectively with subordinates.
2. Must effectively relate and communicate with Lead Pastor on all matters of importance. Confidentiality is essential.
3. Must be able to communicate verbally and in written form.

Reasoning Ability:

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other:

1. Excellent computer skills, including Microsoft Word, Excel, Outlook, PowerPoint.
2. Able to work a flexible schedule including nights and weekends when required.
3. Valid driver's license with proof of insurance.

H. AAP/EEO Statement

Hope Lutheran Church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by law. As an expression of the church, Hope Lutheran Church may consider religious factors, including clergy or lay status, in making personnel decisions.

Name: _____ Initials: _____ Date: _____

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