

## **First Presbyterian Church Business Administrator**

First Presbyterian Church of Charlotte, a dynamic, historic, center-city congregation with 2,000 members, seeks a Church Business Administrator to provide full-time, on-site management of the business and operational functions of the church including human resources, property management, information technology, and finance. Ideal candidates will understand how the role functions as a ministry to help the church accomplish its mission. Salary and benefits are competitive. Send cover letter and resume to [employment@firstpres-charlotte.org](mailto:employment@firstpres-charlotte.org).

The FPC Church Business Administrator, through individual responsibilities and FPC Staff, provides full-time, on-site management of the following business affairs and operations of the church:

1. Facilities, property, and physical plant,
2. Financial management,
3. Contract administration,
4. Administrative support and coordination of resources for mission, program, and ministry,
5. Security and risk management,
6. Supervision of office operations administrative and custodial staff,
7. Technology, and
8. Church-related publications and communications.

### **Preferred Minimal Qualifications:**

#### **Experience**

- Professional and personal profession to commitment to biblical Christian principles and teachings
- Significant executive level experience in Business Administration or Accounting.
- Demonstrated experience in direct training, supervision and management of staff of 15 FTEs
- Broad experience in constructing and managing schedules for meeting and events with changing schedules and conflicting resource requirements.
- Skilled in using Word, Excel, PowerPoint, Outlook, Realm, and EMS (the church's scheduling software).
- Internet savvy.

#### **Skills**

- Strong organizational, administrative, and delegation skills
- Exceptional interpersonal / people skills including the ability to diffuse and manage volatile and stressful situations
- Strong verbal and written communication skills
- Ability to adhere to strict confidentiality
- Build and maintain a cooperative team spirit with staff, volunteers and congregation.

#### **Education/Training**

- Bachelor's degree in business, management, facilities management or related field;

- Master of Divinity degree or Church Administration certification-degree is highly preferred.

## **Essential Duties and Responsibilities:**

### **General and Staff Administration**

- Work with all levels of staff (administrative, custodial, security, pastoral, etc.), ministries and other leadership to recommend, establish and when instructed, implement church policies as directed by the Pastor and/or Church Leadership
- Work closely with the Senior Pastor and Church Leadership to ensure that ministry leaders, and their respective ministries are properly supported and efficiently functioning in order to achieve the business, administrative and communication goals of the church
- Oversee annual budget preparation for review by the Finance Committee and assist in presentations
- Work with Church auditors/CPAs and Treasurer during the annual audit as required
- Manage risk mitigation and insurance (building fire, collapse, liability, abduction, financial/catastrophes, sexual harassment/hostile environment, etc. and all claims)
- Ultimate escalation for all disputes within and between departments
- Act as purchasing agent and provide approval for nonrecurring spending.
- Ensure vendor relationships, invoices, purchases, contracts and services are performed in a timely manner
- Attend all meetings as directed by the Senior Pastor
- Develop policies to guide organizational and operational behaviors of the church
- Work with staff and pastors to determine equipment needs and supervise purchases as required
- Supervise the cleanliness, general operation, security and maintenance of the church
- Develop business processes to improve operational efficiency of the church
- Work closely with facilities committee to maintain an inventory of all church property; annually, verify presence and condition; establish a schedule of replacement, upgrade;
- Work with the Property Committee and Construction Manager to provide project management guidance for capital campaign.
- Perform other duties as assigned by the Senior Pastor or the Session.

### **HR and Payroll**

- Ensure timely and accurate weekly payroll submissions
- Update and maintain individual employee payroll files as needed
- Work closely with the Personnel Committee to develop and implement HR policies and procedures for all FPC employees, the Employee Handbook is current, and that employees are kept aware of any changes
- Conduct performance evaluations, assist in staff goal setting, and make salary recommendations
- Review and maintain necessary payroll reports
- Communicate and administrate various employee benefit packages as required;
- Ensure staff development and training on a regular basis
- Assist with the hiring and termination of employees in conjunction with the Personnel Committee

- Review and distribute W-4s and I-9s as well as annual W-2s, 1099s, and other required tax reporting documents