

Announcement # - NBAME – 2010 - 002

POSITION TITLE: Church Business Administrator

REPORTS TO: Senior Pastor

Job Summary – (Role Summary)

The Church Business Administrator is responsible for the supervision and accomplishment of all tasks and daily operations related to the management of the church and all church properties.

Essential Duties and Responsibilities – (Key Activities)

Coordinate functions necessary to plan, conduct, and evaluate the comprehensive business operations of the church accurately and timely.

- Direct, evaluate and supervise administrative and non-ministerial staff of the church
- Responsible for staff development
- As directed by the Pastor and Steward Pro Tem, maintain a wage and salary administration program
- Process and maintain payroll records, timesheets, invoices and other forms of payment on behalf of New Bethel AME church
- Prepare, or oversee preparation of, and ensure timely completion of RFP's (request for proposals, request for bids, request to bid, invitation to bid, etc.) for products, services and contracts
- Authorize contract services as needed or required for the Church, and approved by the Board of Trustees
- Assist the Board of Trustees with contract workers and their employees to aid in the building, remodeling and/or the equipping of church properties
- Supervise the maintenance and repairs of all physical properties
- Establish and implement cleaning, painting and renovation schedules
- Administer church-adopted policies and procedures concerning the use of all church properties, activities and
- Supervise the food service operations facilities
- Serve as the purchasing agent, process purchase orders and requisitions with the appropriate approval
- Respond to financial inquiries from the Pastor, Finance Committee, Official Board and the Steward Board
- Serve on church committees as deemed appropriate
- Manage all church advertisements
- Set-up and maintain contracts and personnel records of all church staff and church workers
- Establish and maintain records of church equipment and facilities
- Maintain confidentiality for all church records both verbal and written
- Develop, maintain, and update the church policy and procedure manual as needed
- Prepare agenda and set-up for Board meetings
- Coordinates facilitate request for all organizations, boards, and ministries
- Compile and retain meeting minutes and other pertinent records of the Steward Board, Official Board and Commission on Stewardship & Finance
- Performs other duties as assigned

QUALIFICATIONS

Education

Bachelor's Degree in Business Administration or Business Management

Experience

- Minimum of five years supervisory and administrative experience
- Minimum of three years working in AME Church

Technical Skills and Knowledge

- Expertise in Microsoft Office Suite
- Ability to supervise and assist a small staff

PHYSICAL REQUIREMENTS

- 10% travel may be required for this job
- Sedentary work

ADDITIONAL REQUIREMENTS

- Mandatory background check
- Bonded or have the ability to be bonded
- Notary

SALARY/Hours

- \$25,000/yr f/t salaried