

Business Administrator/Finance officer-Sample 1

Mission For The Position:

- To assist in the administration of the church's business as directed
- To produce financial, and membership records that enable the church's ministry

General Description Of The Position:

- A full time professional member of the Pastoral/Program/Administrative Staff.
- Employed and discharged by the Staff Parish Relations Committee after consultation with the Pastor/Chief of Staff, guided by the church's current Personnel Policy.
- Annual staff review is conducted the Staff Parish Relations Committee, or their designee.
- Directly responsible to the Church Business Administrator.
- Financial compensation is salaried and based on a typical workweek of 40 hours, which includes attendance at staff meeting.
- Vacation time is flexible and coordinated with the Church Business Administrator.

Basic Qualifications For Position:

- A personal maturity and Christian commitment to ministry that offers trustworthy, caring relationships, the sharing of one's God-given gifts, talents and abilities, and integrity of word and action.
- Leadership qualities in administration, including the ability to direct and work harmoniously and creatively with all levels of church staff and lay volunteers.
- Ability to learn our office procedures and equipment.

Responsibilities would include but not be limited to the following as we all nevertheless recognize that all staff are to be available to help where needed for the cause of Christ and the advancement of His Church. A servant attitude is part of all staff performance plans:

FINANCIAL:

ACCOUNTS PAYABLE

1. Process all accounts payable.
2. Enter and reconcile all church credit card receipts.

PAYROLL

3. Process payroll for all staff, including Grace Garden.
4. Post automatic payroll payments on bank website.
5. Check new employee paperwork, and send background checks to conference, New Employee forms to TEC.

CONTRIBUTIONS/OTHER RECEIPTS

6. Schedule volunteer money counters.
7. Count cash receipts, do pre-processing of checks, prepare bank deposits.
8. Post Check Express weekly entries, and other miscellaneous deposits (GG, etc.).
9. Process and post all automatic drafts, including credit card charges, payroll deductions, GG tuition, and EFT contribution transactions.
10. Copy Memorial checks for volunteers to process acknowledgements.

MISCELLANEOUS

11. Create and post General Ledger entries as needed.
12. Maintain vendor, GL, payroll, and contribution files.

MEMBERSHIP:

1. Primary responsibility for maintaining membership database, including
 - a. coding for small groups (adult study classes, Sunday School, committees, etc.).
 - b. changes of addresses, phones, emails.
 - c. changes in membership status, births, deaths, etc.
2. Run membership/attendance/etc. reports as needed.
3. Maintain control book of membership ins/outs and process transfers.
4. Do Monthly Pastor Report, Membership portions of Annual Report and Charge Conference Reports.
5. Pull data and print labels as requested.
6. Send church-wide emails, including weekly newsletter.
7. Enter attendance for worship and SS into Shelby, and produce various attendance reports.
8. Produce attendance rolls for Sunday School classes.
9. Gather / disseminate baptism information.
10. Produce letters for seasonal and other large-scale mailings.
11. Order and distribute SS curriculum for Pacesetters and Fellowship classes.
12. Order seasonal letterhead (Easter/Thanksgiving/Christmas).

OTHER:

1. Answer phones as needed

Business Administrator/Finance Officer-Sample 2

Position: Full Time

Duties:

I. Accounting/bookkeeping

A. Cash receipts and disbursements to include: Depositing, recording, and reporting of daily receipts, managing stock accounts to turn items into cash, managing bills, writing checks, recording checks and reconciling bank accounts. Process and record direct withdrawals and credit card withdrawals. Report pledge status to contributors regularly.

B. Payroll to include: issuance and recording of checks, tax payments, deduction payments, monthly/yearly tax reports, W-2s.

II. Budget

A. Preparation, distribution and recording of budget forms.

B. Participation in Ad Hoc Committee regarding budget expenses.

C. Participation in pledge drive to include: pledge cards, recording of pledge information, issuance of confirmation letters, and reporting on status to Finance, Ad Hoc, and Ad Council.

D. Monthly reporting of status of budget to Finance, Ad Council, in bulletin, in newsletter, and otherwise as necessary.

III. Personnel

A. Monitoring payroll deduction items for accuracy and payment.

B. Monitoring vacation and sick days for lay staff.

C. Preparation of salary data for Charge (Church) Conference.

D. Maintain documents supporting salary and deductions.

IV. Facility

A. Building maintenance

1. Interface with vendors & service providers regarding maintenance and repair.

2. Supervise custodians

3. Coordinate with administrative staff over building use and calendar.

B. Report to and work with

1. Board of Trustees

2. Building & Grounds

3. Other sub committees as necessary

V. Other

A. Perform other financial duties as necessary.

Business Administrator/Finance Officer-Sample 3

Mission For The Position:

- To work with the church staff and lay leadership, under the direction of the Senior Pastor, to provide for a well-rounded Christ centered administrative system that is solidly in compliance with The Book of Discipline of the United Methodist Church.
- To work with staff and laity in managing the financial resources of the church in ways that are fiscally sound and beyond reproach.
- To provide spiritual and practical support for the lay volunteers responsible for the administrative oversight of the church.
- To create a presence and awareness of administrative and building resources needed as budgets are developed within the congregation.
- To establish and nurture mutually helpful relationships with the Allandale Neighborhood Association, nearby schools and businesses, and the City of Austin.

General Description of the Position:

- A full time professional member of the Pastoral/Program/Administrative Staff.
- Employed and discharged by the Staff Parish Relations Committee after consultation with the Pastor/Chief of Staff, guided by the church's current Personnel Policy. .
- Annual staff review is conducted the Staff Parish Relations Committee, or their designee.
- Directly responsible to the Senior Pastor.
- Responsible to all church members, other contributors, all vendors and all employees in regard to moneys received or distributed in the name of the church.
- Financial compensation is negotiable with reference to professional experience, personal qualifications, personal requirements and Annual Conference standards.
- Provide for and oversee a helpful and smooth running Sunday morning operation.
- Personal Time Out and Vacation scheduling will be arranged in accordance with necessary financial reports and n time must take into account having all finances and financial reports in order and payroll prepared for distribution on the 15th and the last day of each month.
- Typical workweek is 40 hours (Monday-Friday, Sunday mornings), which includes attendance at meetings of administrative committees (usually three-four nights per month) assigned to this staff position, and coverage for special events and worship services related to Christian holidays.
- Continuing Education program is established annually in accordance with the Staff Policy. Compensation package will include an amount for Continuing Education.
- Maintain an active relationship with the Church Business Administrators Association and work to continually upgrade knowledge and skills pertinent to this ministry.

Basic Qualifications for Position:

- A personal maturity and Christian commitment to ministry that offer trustworthy, caring relationships, the sharing of one's God-given gifts, talents and abilities, and integrity of word and action.
- A minimum of two to four years work experience in office administration, accounting and budget control.
- Leadership qualities in administration, including the ability to direct and work harmoniously and creatively with staff and volunteers.
- Experience with financial and budgeting procedure development, including the ability to communicate and gain acceptance of proposed procedures.
- Familiarity with office procedures, equipment and computer capabilities and versatility. Must be able to effectively oversee and operate the church's computer system and programs.
- Work experience in facility management.

Responsibilities would include but not be limited to the following as we all nevertheless recognize that all staff are to be available to help where needed for the cause of Christ and the advancement of His Church. A servant attitude is part of all staff performance plans:

Functional Descriptions of the Work Objectives

CONGREGATIONAL MINISTRY

- Awareness of and availability to the needs of others with an eagerness to help when possible, always dealing with interruptions pleasantly.
- Maintaining confidentiality concerning record keeping of pledges and contributions.
- Willingness to be helpful when members have questions regarding their contributions.
- Maintain confidentiality for staff with regards to any financial situations that should occur.
- Compassionate understanding in helping direct usage of memorials that are given to the church in consultation with the Senior Pastor.
- Calling, care notes, hospital visitation, and other ministries of caring for those persons who work closely with the CBA.

STAFF RESOURCE PERSON FOR ADMINISTRATIVE GROUPS

Finance Committee

- Carry out established policies, providing reports and implementing financial activity in accordance with the Book of Discipline and as directed by the Finance Committee and pastor.
- Serve as a resource person for annual Discipleship Campaign.
- Provide financial information necessary to help Committee develop annual budget.
- Clearly interpret budget and financial status as needed.

Board of Trustees

- Carry out policies relating to Board of Trustees in the Book of Discipline and those established by St. John's Trustees.
- Custodian of legal documents relating to Incorporation and any resulting requirements; 501(C) 3 not-for-profit status, state sales tax and property tax exemptions; Legacies and wills in which St. John's is a named beneficiary; Policies regarding donation of stocks and non-cash gifts; Licensing agreement with Austin Independent School District and any resulting requirements regarding Lamar School parking lot; Hold-harmless agreement with Knight Real Estate for parking privileges on HEB lot; Agreement with the City of Austin for maintenance of landscaped triangle at intersection of White Rock and Allandale.
- Responsible for safekeeping of documents relating to purchase of properties, titles and deeds in safe deposit box or other secure location.
- Custodian of blueprints and documents relating to construction.
- Review annual property and liability insurance coverage and recommend changes to Trustees. The SWT Conference chooses the insurance company and local church participation is mandatory. If any insurance claims should occur, follow the correct procedure to adequately settle promptly.
- Maintain a working relationship with The Texas Methodist Foundation.

Church Council

- Provide copies of reports as needed and help interpret information during meetings.

Program Staff

- Meet with staff weekly to help support and coordinate the total ministry function of the church.

Endowment Committee

- Provide copies of reports as needed and help interpret information during meetings.

Annual Charge Conference

- Prepare reports of church financial activity, membership data, clergy remuneration and all other reports as required for Charge Conference and by Southwest Texas Conference Treasurer. Help interpret them at meetings.

Short-term task forces as needed

Capital Fund Campaigns, as needed

FINANCES, ACCOUNTING AND DATA PROCESSING

CHECKING ACCOUNTS

- Operating Account, Bank of America, includes *In and Out Accounts* and *Specials Accounts* for designated funds.
- Memorial Fund Account, Guaranty Bank
- Pastor's Discretionary Fund, Bank of America

Note

- There is a St. John's UMYF checking account at Bank of America. The Youth Director is the administrator.
- Obtain approved credit cards and monitor check out and usage.
- Provide for monthly bank reconciliation done for all accounts.

TEXAS METHODIST FOUNDATION (TMF) ACCOUNTS:

- St. John's Endowment Fund
- St. John's Mund Endowment Fund
- Pledge Reserve Account
- Trustees Building Emergency Fund
- Salary Reserve Account
- Building Fund 1
- Building Fund 2

RECEIPTS

- Carry out policies in the Book of Discipline and St. John's Financial Policies in regard to receipts:
- Responsible for safe deposit box, bank bags and keys, authorized account signatures, opening accounts and loan activity as directed by Finance Committee.
- Work with ushers to know system of after-hours bank drop, keys, bank bags and supplies.
- Account for all moneys received. Make bank deposits on a timely basis; maintaining proper funds in chosen banks and accounts.
- Arrange for money-counters and follow procedures to prepare weekly deposits.
- Provide procedure for safekeeping of income in-between weekly deposits including holiday services. No petty cash is kept on premises. If cash receipts for books, flowers, registrations and other receipts exceeds \$50 at a time other than weekly deposit these funds are to be deposited.
- Oversee electronic fund transfers for gifts.
- Provide system to record contributions, designated gifts and other receipts prior to deposit. Enter contributions, including electronic fund transfers, and other income to proper accounts. Total of deposit is reconciled with individual entries and posted. Vouchers for

pass-through funds are written and filed for timely payment. Cash envelopes, photocopies of checks and other material are filed.

- Receive and deposits gift to Memorial Fund. One set of check photocopies is passed on to a volunteer who sends acknowledgements to family and donor. Enter gift to donor's record. Reconcile account monthly; prepare financial report for Memorials Committee meeting.
- Receive gifts to Pastor's Discretionary Fund and make deposits. Enter gifts to donor's record. Reconcile account on monthly basis.

RECORD OF CONTRIBUTIONS

- Produce monthly contribution reports, screening for errors prior to mailing. Coordinate bulk mailing and any enclosures.
- Provide contributors a quarterly report of Building Fund gifts.
- Retain contribution records for five years as required by IRS.
- Verify posting identified contributions using a consistent system (pledges, special designated gifts, etc.) Transfer the above information to the appropriate accounts.
- Moneys received for meals, special projects or collections are verified and posted to correct accounts. Any discrepancies are reported immediately.
- Receive and transfer funds for the Endowment Fund to the Texas Methodist Foundation.

DISBURSEMENTS

- Provide system for payment vouchers and check writing and communicate time line to staff and others.
- Review all billings and payments due, indicating account to be paid from and filing for timely payment.
- Monitor use of credit cards and invoices. Match invoices with statements and review for accuracy prior to vouchering for payment.
- Insure tax-exempt status is established; provide certificates as needed.
- Initiate paperwork to provide adequate signers for checks. Currently authorized signers are

Operating Account: (two signatures required)

Church Treasurer
Chair, Church Council
Vice-Chair, Church Council
Chair, Finance Committee
Administrative Assistant/Financial
Church Business Administrator

Pastor's Discretionary Fund: (one signature of Senior or Associate pastors)

Memorial Fund: (two signatures)

Chair, Memorial Committee
Church Business Administrator
Administrative Assistant, Finance

Texas Methodist Foundation: Church Business Administrator
authorized to make transactions.

- Oversee, sign and disburse funds for all the above accounts weekly. Arrange for funds available for operating budget requirements.
- Maintain a correct and current file on all contributions, funds, employees, deposits and vendors paid bills.
- Provide for the notification to families of memorials received. Maintain correct accounting of funds.

PAYROLL MANAGEMENT

- Prepare payroll figures and provide for appropriate management after budget is adopted.
- Set up Clergy packages with line items, as determined. Denote before-tax items or non-taxable income. Include authorized deductions for taxes, health, life, and disability insurance.
- Prepare payroll for all church staff. Make corrections as needed with regards to an employee's status. Process payroll. Transfer funds from appropriate accounts as needed to cover the payroll account, tax deposit and employee's payroll deduction plans.
- Prepare payment for contract workers.
- Oversee and coordinate with other staff for payment and time cards of child care workers and other employees paid hourly.
- Offer all staff direct deposit option.
- Maintain employee records.
- Secure payroll-related employment forms from employees, including W-4 and I-9
- Calculate and transmit payroll tax-deposits in a timely manner.
- Oversee preparation of payroll quarterly 941 tax reports.
- Provide for employee W-2's and 1099 forms.
- Provide annual tax reports to IRS and Social Security.
- Provide for benefits administration and insure all eligible employees know what benefits are available. Clergy will determine their participation in Conference Flexible Benefits; Conference sets premium amount. Eligible lay employees may choose to participate in the Conference Lay Employees Health Insurance. It is mandatory the Church pay one-fourth of the premium. Voluntary Life Insurance is available to eligible lay and clergy employees. CBA must make annual renewal forms available to all eligible personnel and return completed forms to Conference office in a timely manner.
- Provide for St. John's UMC Benefits: Eligible employees may choose to participate in St. John's retirement plan by contributing a percentage of their salary to a Tax Deferred Annuity managed by Jefferson Pilot Insurance company. The church will match the contribution up to 6%. St. John's offers eligible lay employees disability insurance through Jefferson-Pilot and will pay half the premium. CBA incorporates benefit deductions into payroll system.
- Provide for Workers Compensation: process any claims for employees and complete the annual Workers Compensation audit in a timely manner.
- Prepare wage review for Staff Parish Relations Committee annually.
- All church employee records are maintained in the Church Business Office. All employees must have on file a W-4, Letter of Employment agreement, proper immigration status form and any payroll deduction information. This information is only to be made available to the proper authorities. Strict confidentiality must always be maintained.

FINANCIAL ANALYSIS

- Provide pastors and Finance Chair with a weekly Summary Report of deposits.
- Provide for reconciliation of the monthly operating account. It has been the practice to engage the services of someone other than staff persons who regularly handle the funds, currently a bookkeeper.
- Provide a statement of income and expenses of the budget, In and Out Accounts and Specials.
- Provide other reports for accounting purposes.
- Engage the services of a professional for an annual review/audit of the records.
- Texas Methodist Foundation provides monthly reports of all account activity. These reports are treated much like a bank statement as far as reviewing the transactions recorded against our office record of deposits and withdrawals. The account balances are reported in the monthly reports.
- Provide as required--
 - Monthly financial, membership and attendance reports
 - Special reports on pledge status
 - Monthly contribution statements prepared and mailed
 - Quarterly Building Fund contribution statements mailed
 - Quarterly Employers Federal Tax Return #941
 - Charge Conference Annual Reports
 - Annual Year-end Conference Reports
 - *Employees W-2's and 1099's and related reports*
 - Workers Compensation Audit reports
- Audit/review/interpret financial data. Advise responsible parties of concern or recommendations on the status of projects and budget performances.
- Assist in preparation of annual budget ("MAP" / Ministry Action Plan) both for expenses and revenues.
- Assist staff/groups/leaders as they prepare their budgets.
- Be aware of the timetable of the programming needs in regard to maintaining an available cash flow.

BUILDINGS AND GROUNDS

SCHEDULING

- Oversee and maintain the scheduling of all church facilities (including church vans) working with the Facilities Manager through whom all facility use is requested, negotiated, approved, scheduled and communicated.
- Over see the distribution of weekly calendars to staff with Building Staff's schedule included. Facilities Manager should receive daily worksheets with requirements of set up, beverage service needed and equipment requested.
- Present for approval special requests for facility use and coordinate use through the weekly review of Program Staff.

MAINTAIN PLANT

- Oversee the Facilities Manager in the implementation and communication of Building Use Policies as approved by Trustees.
- Supervise the work of the Facilities Manager in providing a welcoming, accommodating and safe place for congregation members and visitor to attend activities as well as a neighborhood presence safe,
- Receive deposits and building use payments, and return deposits as needed.

YOUTH ANNEX

- See that Facilities Manager is consulting with Youth Director on maintenance, scheduling service and repairs as needed. Provide adequate heat/cool filters and monitor regular replacement.

RESIDENCES

- Be available to families to help solve maintenance problems and repairs. Schedule service calls and pest-control as needed. See to it the annual inspection is completed and that there is a parsonage/residence coordinator who meets with Trustees as needed. Prepare proposals for Trustees to consider when necessary.
- Provide for an annual audit of residences; the clergy residence should meet requirements of Southwest Texas Annual Conference Parsonage Standards.

VEHICLES

- Obtain insurance coverage of church vans in a separate policy at the direction of the Trustees.
- Keep the vans in good running order and see that regular maintenance is performed. Be responsible for check out system for van keys. See to it that all van driver information is forwarded to insurance company. Keep registration and inspection stickers up to date.
- Have keys for trailer available for check out.

MAINTENANCE

- Oversee Facilities Manager in the scheduling of basic maintenance assignments, room arrangements for each building and be available to building staff to review and update specific assignments and priorities, in order to
 - Maintain resource listings for maintenance, repair and capital improvements personnel and sub-contractors for securing bids on approved projects.
 - Provide for maintenance of the air conditioning systems for all church facilities enabling preventive care and emergency repair to avoid or respond to break downs of the system.
 - Provide for the maintenance and repair of the sound and light systems in the sanctuary.
 - See to the inventory and purchase of building maintenance supplies, kitchen supplies and equipment.

- Supervise the implementation of grounds maintenance contracts and the maintenance of irrigation and outdoor lighting systems.
- Identify or receive requests for and give immediate response to emergency maintenance items, as funding is available or approved by the Board of Trustees.
- Establish, in consultation with the Trustees, a prioritized listing of current facility maintenance and capital improvements to be accomplished during the current calendar year and a long range listing of such items.
- Sprinkler system testing and repair (as needed).
- Maintenance of exterior wood trim.
- Cleaning and maintenance of the church roof gutter system.
- Provide for tree trimming and coordinate with Trustees the planting of seasonal flowers/plants, and other landscaping needs.
- Provide for minor plumbing and electrical work.
- Provide for regular interior paint touch-up of walls, doors, trim and stairwells.
- Oversight and efficiency management of the HVAC System including controls, repairs & maintenance.

OTHER CHURCH PROPERTIES

- Manage maintenance and proper care of the parsonage at 6807 Pioneer Place.
- Manage maintenance and proper care of the church-owned house on Wynona, known as The Youth Annex.
- Manage maintenance and proper care of the church-owned house on Wynona, custodian's residence.
- See that our parking arrangements with HEB and Austin ISD are current and relations are amicable. It is critical that we continue to have parking available to us at Lamar Middle School and HEB.

ADMINISTRATIVE SUPPLIES AND EQUIPMENT MANAGEMENT

- Maintain office equipment (such as copiers, FAX, telephone system, postage meter, sound systems, AV equipment, and other tools of our work) in working order, getting service when required.
- See that staff is able to operate equipment (fax machine, copier, postage meter, folding machine, and computers) and maintain as necessary.
- Provide for the purchase of needed office supplies/equipment from most reasonable sources. Purchase paper for church office machines.
- See that office staff is aware of the amount of postage in the postage meter and taking appropriate action to replenish it when it needs refilling.
- Provide for adequate supplies and postage for mailings.
- See to it one or more staff persons is trained to program the phone system.
- Serve as Administrator for computer network and server. Provide for maintenance of the computer equipment and network. Back up data regularly.

OFFICE STAFF SUPERVISION

- Supervision of administrative personnel and scheduling concerns related to each position, including vacation schedules. Includes all secretarial, financial, data processing and membership management functions.
- Maintain appropriate time off, vacation, sick leave and other records in accordance with current Personnel Policy.
- Continually work with staff to develop efficient and effective administrative systems.
- Supervise Facilities Manager in his/her oversight and scheduling of Building Staff with regards to the maintenance and management of the building and grounds.
- Process background checks for possible new staff.
- Train and be a resource person for the computer word processing, database, spreadsheets, church calendar, and membership, contributions, and accounting software programs in use.
- Work with Director of Mother's Morning Out, as this program is developed, to provide an excellent system for financial management and shared space coordination.

