

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	Church Administrator
Functional Area	Church Office
Reports to	Pastor
Employment Status	Part-time-29 hours, Monday – Thursday

2. POSITION OVERVIEW

This position has responsibility for the administration of church finances, payroll, HR, and office procedures in conjunction with supporting the mission and ministry of the church.

3. TASKS, DUTIES AND RESPONSIBILITIES OF THE POSITION

- Payroll
 - Process bi-weekly payroll
 - Report and fund 403b contributions with Envoy Financial
- Finance
 - Maintain budget and general ledger of all accounts, in QuickBooks and Excel
 - Provide reporting of general ledgers to all session and staff
 - Attend finance meetings
 - Work with session and staff to build yearly church budget
 - ACH withdrawals for monthly church contributions
 - Count and record weekly contributions
 - Make bank deposits of non-contribution receipts
 - Print and mail quarterly and year end contribution statements
 - Accounts payable/accounts receivable
 - File semi-annual sales tax refund reports with NC
 - Responsible for PayPal receipts and transfer of funds to bank accounts
- Child Care Program Finances
 - Account receivables/account payables for the After School/Summer Camp programs
 - ACH withdrawals for After School/Summer Camp and Preschool programs

- Human Resources
 - Process new employee forms and maintain personnel files for staff
 - Update employee tax withholding, 403-B and medical/dental insurance as needed
 - Run background checks for all staff and volunteers
- Technology
 - Have a working knowledge of the server
 - Ability to update software and anti-virus programs
- Office tasks
 - Answer phones, order supplies, create church correspondence
 - Greet visitors and members in the office
 - Send out bulk mails (quarterly and year end contribution statements, church wide correspondence)
 - Pickup mail at the post office box and distribute to staff mailboxes
 - Assist Pastor and fellow staff members, as needed