

Church of Christ at White Station

Administrative Services Manager

The Administrative Services Manager works closely with the shepherds, Lead Minister, ministerial staff, administrative staff and volunteers on matters related to human resources, facilities, safety, and financial operations.

Work schedule: This is a full-time position requiring approximately 40 hours per week. Hours are flexible (some tasks require attention at set times, such as payroll or signing checks).

Qualifications and Requirements

- Accredited bachelors degree from a reputable university
- Experience in corporate or congregational leadership settings
- Is currently or will become upon employment a partner (member) of White Station Church of Christ

Prioritized Responsibilities

1. **Financial Operations:** Work with Budget Action Team on ministry, office and facility budgets; Back up payroll and Accounts Payable processes as needed; Prepare bi-weekly payroll submission and review process periodically; Review and sign checks and send wires as needed; Ensure expenditures are proper disbursements of church funds.
2. **Human Resources:** Liaison with insurance representative for each year's renewal of health insurance; Communicate benefits clearly to office staff; Maintain and revise personnel manual as needed; Chair the Personnel Team, which is made up of the Administrative Team; Responsible for hiring and termination of employees, along with the personnel team referenced above; Initiate performance evaluation process annually; Maintain personnel files.
3. **Safety:** Oversee Risk Management process for documented and undocumented partners; Develop and run drills for evacuation and shelter-in-place protocols.
4. **Facilities:** Ensure campus maintenance and cleaning is performed in a timely manner; Perform light maintenance as able; Schedule and host contractors doing work on campus; Liaison with Men's Work Day crew for routine/on-going tasks; Liaison with Harding Academy on all matters dealing with the use and rental of our campus; Administer facilities and office related contracts; Assign classrooms and worship venues as appropriate.
5. **Leadership:** Work with shepherds' Administrative Team on matters dealing with human resources, facilities and financial operations; Attend and participate in staff meetings, leadership meetings, administrative team meetings; Manage non-ministerial staff, including overseeing custodian and Carriage House residents.
6. **Other duties** as assigned or relevant.

The Administrative Services Manager is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief is to be lived out in a way that is genuine and clearly evident to others. The Administrative Services Manager must recognize that working collaboratively as a team is essential to successful ministry and become an engaged, creative member of the staff. The Administrative Services Manager must have a complete understanding of the vision, mission and values of COCWS working alongside our shepherds, ministers, staff members and volunteers.