

BUSINESS OFFICE ADMINISTRATOR
St. Andrew Presbyterian Church

PURPOSE: Working with church members and staff, the Business Office Administrator is responsible for managing daily operations, records, scheduling campus events, supervising staff and volunteers, and maintaining accurate financial records.

REPORTS TO: Pastor and Treasurer

SUPPORT STAFF TO: Stewardship/Finance Team and Personnel and Administration Team

DUTIES:

Administration

- Manage the daily operations of the church office.
- Perform duties to provide necessary administrative support to the Pastor, Session and Church Treasurer.
- Coordinate maintenance of computer systems (hardware and software).
- Oversee and maintain the church's database and cloud-based files, electronic financial (accounting, budgeting and payroll) systems, email accounts, and church calendar.
- Oversee purchase of supplies and maintenance of office equipment and facilities.
- Maintain records for St. Andrew's Child Abuse Prevention Program (CAPP).

Financial Management

- Provide support to the Church Treasurer and the Stewardship/Finance Team in the annual budget development process and other financial support as requested.
- Follow approved policies and procedures of the Church related to financial processes and controls.
- Communicate to the Pastor and Treasurer any situation where financial attention is needed.
- Prepare checks/make online payments for current and recurring monthly bills. Review invoices for accuracy and appropriateness before presenting to the Treasurer or other check signer for signature. Ensure expenditures are within the budget before acquisition and payment.
- Maintain accurate filing and record keeping for all financial matters, and provide giving statements as requested.
- Monitor church bank and credit card accounts in order to maintain a proper cash flow to meet the church's financial obligations.
- Review deposits for accuracy; recording of all offerings, gifts and donations in a timely manner.
- Prepare and process payroll and maintain relevant payroll records, including tracking of leave time.

Personnel Management

- Supervise, manage, and evaluate office staff.
- Prepare and oversee completion of hiring packet.
- Administer personnel policies and procedures of the Session in conjunction with the Personnel and Administration Team.
- Assure compliance with federal and state labor laws.

Property Management

- Oversee the administration of the Building Use Policy and all room reservation requests.
- Coordinate with the Facilities Manager and Property Team to address site concerns.

- Other duties as assigned.

JOB QUALIFICATIONS:

- Outstanding organizational, supervisory, interpersonal, and communication skills (oral and written).
- Ability to meet deadlines, implement program policies and procedures, manage changing and conflicting priorities, and delegate as needed to paid staff and/or volunteers.
- Tact, discretion and ability to handle sensitive and confidential matters.
- Dedication to representing the church community in a moral and upright manner.
- Ability to work independently and with others.

- Administrative management experience and education or equivalent post- secondary education.
- Bookkeeping experience (see Financial Management section).
- Strong ability to use office equipment and computers, including knowledge of Mac and PC basic operating system functions and software, knowledge of cloud-based financial software, and attend appropriate trainings as needed.

- Possession of a valid California driver’s license.
- Acceptance of St. Andrew’s Personnel Policies including completion of Child Abuse Prevention Program once hired.
- Knowledge or willingness to learn and respect of Presbyterian Church USA government and theology.

SALARY AND BENEFITS:

- Set annually by Session.
- Benefits per personnel policies.
- Attend continuing education events such as the Administrative Professional Association certification program.

FOR RECRUITMENT PURPOSES:

35 hours/week, 7 hours/day Monday through Friday
\$24-28/hour depending upon experience