

Church Administrator/Office Manager Job Description

Summary of Position

A successful Church Administrator/Office Manager will be responsible to manage the business operation of Immanuel Lutheran Church, contribute to ongoing strategy discussions, garner resources (time, people and financial support), and execute the plan with successful outcomes. All work will be aligned with and in support of Immanuel's mission, vision, core values, strategy, annual programming, and all ministries.

Key leadership elements of this role include responsibility for:

- Financial operations (payables, receivables, financial statement reporting, analysis, budgeting and audits)
- Actively managing vendor relationships and negotiate contracts (contracts over \$10K approved by Church Council)
- Facilities and properties maintenance and management
- Office management
- Overseeing and maintaining Immanuel's information technology strategy
- Providing human resources oversight and guidance
- Maintaining and communicating financial, facilities, IT, and human resource policies
- Secure retention of financial and human resource records
- Proactively providing business operations recommendations and support for Senior Pastor, Church Council, and staff
- Attending Staff Meetings, Council Meetings, Properties Committee Meetings, and Memorial Committee Meetings

Hours per week: 30 hours (flexible scheduling)

Reports to: Senior Pastor

Direct Reports are: Receptionist and Custodial Staff

Job Responsibilities

1. Manage business operations of the church in the areas of finance and budgeting. Manage insurance coverages and make risk management recommendations in coordination with Church Council Treasurer and Financial Secretary.
2. Provide reports on staff benefits and salary packages, including interfacing with payroll and benefits providers.
3. Manage and provide work direction to office staff. Assess office management operations and make recommendations for improvement and implement changes.
4. Provide leadership for the management and maintenance of Church facilities and infrastructure. Work directly with the Properties Committee to maintain capital expenditure and operating plan and make recommendations for repairs and improvements to church facilities. Manage properties budget.

5. Provide human resources oversight and guidance. Maintain, communicate, and ensure adherence to Church and employee policies.
6. Assess Church security and make recommendations for improvements.
7. Manage Church Receptionist and Custodial staff, including performance management.
8. Support staff with management responsibilities in execution of human resource activities, including retaining human resource records.
9. Oversee building use policies.
10. Manage business in accordance with the budget and Church Policies & Procedures as established by Church Council and by the direction of the Senior Pastor. Partner with and support each of the Church Council leaders and Staff.

Education & Experience:

- Bachelor's Degree or equivalent experience
- 2+ years of accounting and/or finance experience
- Degree in accounting or finance preferred

Qualifications:

- Demonstrated experience in accounting practices
- Proven leadership skills demonstrated by improving and/or maintaining business or non-profit operations
- Successful people management experience, including ability to give and receive direction and work collaboratively
- Ability to operate with discretion and handle sensitive church and human resource information appropriately
- Demonstrated experience in human resources management principles
- Demonstrated strong organizational, project management, and administrative skills
- Strong interpersonal and communication skills with staff, Church Council, congregation, and community members
- Ability to work in a flexible, fast-paced, and changing faith community
- Strong computer skills including strong knowledge of Microsoft Office Products and accounting software
- Continuous learner who seeks out best practices and ensures Immanuel's business is run efficiently and supports the needs of the Church
- Personal relationship with Jesus Christ and a Christ-centered lifestyle