



St John Missionary Baptist Church
900 N. Seacrest Blvd.
Boynton Beach, FL 33435

JOB DESCRIPTION

POSITION TITLE: Church Business Administrator
REPORTS TO: Chief of Staff
STATUS: Exempt
HOURS: 40 Hours per week
BENEFITS Paid Time Off (refer to Employee Handbook)

Position Summary: This position shall lead and manage the financial operations of the organization, ensuring that it achieves maximum impact and accomplishes its vision and mission. This position is responsible for ensuring that the administrative and organizational functions of the organization operate with-in set standards, compliance and guidelines producing a system of excellence and ease for all. This position is also responsible for developing new initiatives to improve the overall financial operation of the organization. The position will include overseeing and directing finances, selected staff, volunteer leaders, and teams.

The Church Business Administrator will be responsible for the following:

1. Administrative

- Serve as an Ex-officio member of the Finance Committee
- Work closely with Church Treasurer
- Manage the improvement of the financial systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Play a significant role in long-term planning, including an initiative geared toward financial excellence
- Identify and communicate the strategic objectives for areas of oversight.
- Initiate, lead and manage new initiatives to propel the organization to new horizons
- Provide leadership, vision, management and strategic direction for areas of oversight while upholding the core values of the organization
- Be able to communicate the vision, direction and goals of the organization to employees and vision partners
- Support the Core Values of the organization and ensure that we walk in the essence of valuing our most valuable asset – People
- Manager of the Finance Department
- Serve as the immediate supervisor of employees and volunteers within the Finance Department
- Carry out tasks assigned by the Senior Pastor and Chief of Staff as needed

2. Finance

Responsible for making sure high levels of financial integrity over the ministry operations of the church are maintained by:

- Maintaining/Supervising the church financial records, ensuring that board policies are followed, and that overall financial assets are appropriately managed/administered/stewarded
- Ensure that necessary insurance (property, officer's liability insurance with indemnification, etc.) is in place and reviewed/maintained
- Ensure that clear policies, internal controls and practices are in place that govern the collection, handling, recording, receipting, use and reporting of funds within the church.
- To keep clear, accurate and adequate records with supporting documentation of all church receipts and expenditures
- Ensure the timely payment of accounts payable
- To provide a current itemized financial report(s) of funds for Leadership & Church Business Meetings
- Advise the Senior Pastor on the ongoing financial position of the church against the annual budget
- Provide information for the preparation of the Annual Budget
- Responsible and accountable for all church finances/accounting, including budget planning, monthly account reconciliations, compliance and risk mitigation
- Direct the annual budgeting process and consult with divisional directors concerning program planning and administrative actions.
- Oversee cash & credit management for the church, including forecasting of borrowing needs and capital investments.
- Safeguard church assets by implementing proper internal financial controls.
- Manage the external audit process, including ensuring staff in various functional areas prepare the necessary analysis and reconciliations for the external audit.
- Develop and direct an internal auditing team
- Ensure the distribution in a timely manner of interim and final monthly financial statements. Provides analysis of key areas of concerns to Senior Pastor and other members of management.
- Ensure that contribution records are being properly maintained and that accurate quarterly and annual statements are sent to all church donors.
- Sign checks in accordance with the church's Financial Policies and Procedures.
- Ensure financial reports are presented to the Senior Pastor, Chief of Staff, Chairs of Deacons and Trustees on a monthly basis.
- Ensure financial reports are presented to the Senior Pastor on a weekly basis.
- Present financial reports to the congregation at its semiannual and annual business meeting.
- Ensure compliance with all federal, state and local tax reporting requirements
- Manage the church's banking relationships,
- Ensure compliance with loan covenants.

- Manage church’s credit cards, including selecting appropriate vendors for credit or purchasing cards.
- Interact with insurance broker to ensure adequate coverage for property & casualty, directors & officers, and other liability insurance.

3. Personal Responsibilities

Responsible for upholding Biblical priorities and core values of St. John Missionary Baptist Church. The Church Business Administrator should represent a growing personal relationship with Christ. The Church Business Administrator models a strong relationship with his or her spouse (if married) and children (if applicable). The Church Business Administrator strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Participating in a St. John Missionary Baptist Church small group on a regular basis.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities within and outside the church.
- Supporting the ministries of St. John Missionary Baptist Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of St. John Missionary Baptist Church employees, as defined by the Staff Handbook.

Qualifications and Aptitudes

1. Must embrace Christian discipline and Baptist doctrine and theology.
2. Must have a mature and consistent relationship with God
3. Business degree preferred.
4. A minimum of 5 years of experience of business or church finances
5. A proven track record of effective leadership, judgment, and above reproach character
6. Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing
7. Strong leadership, organizational, planning, problem analysis and problem solving skills
8. Proven ability to supervise, develop and mentor staff; also guide and direct

Employee’s Name: _____ Signature: _____ Date: _____

Employer’s Name: _____ Signature: _____ Date: _____