

Eastminster Presbyterian Church

Position Description

Church Administrator &

Administrative Assistant to the Senior Pastor

Summary

The Church Administrator is a full-time position providing support to financial operations, HR requirements, and church membership recording functions for EPC. Additionally, this role provides support to the Senior Pastor. The person filling this position will serve as a member of the staff team responsible for managing essential functions listed below.

Classification and Relationships

Status	Full-time, exempt
Reports to	Senior Pastor/ Head of Staff
Direct Reports	Church office volunteers
Relationships	Program staff, Stewardship and Finance, Administration & Personnel, and others as necessary

Minimum Qualifications

- Strong personal faith in Jesus Christ as Lord and Savior
- Undergraduate degree in a business related field
- Familiarity with the following software and technology:
ACS, Essential Microsoft Applications such as Microsoft Word and Excel, PC operating system, Constant Contact, and Google Applications
- Able to pass Georgia background check
- 5 references (work and personal)

Essential Functions

This position maintains the church's bookkeeping and accounting procedures in accordance with the Financial Procedures Manual approved by the Session. Maintain the church's membership rolls and records. Provide administrative assistance to the Senior Pastor. Serve as a reception point for vendors, EPC covenant partners, and visitors to the campus during office hours.

Financial functions (60%)

- General Ledger; Accounts Payable; Contribution records; Collection & deposit records; Investments; Pledge records; Special gifts (including but not limited to monetary); Stock conversions; Tax listings/Reporting;

System & Procedures; Financial statements & statistics; Payroll reports and 941 tax withholding and submission; Bank reconciliations and cash flow; maintain transaction balance detail of designated funds; pay insurance bills

- Coordinate with the Preschool Director regarding invoicing and accounts receivables
- Keep current on changing tax laws and laws uniquely applicable to churches and pastors, and communicate such changes to the Administration & Personnel Team
- Provide support for periodic, outside audits as needed
- Attend monthly Stewardship & Finance Team meetings
- Assist Stewardship & Finance Team with the budgeting process
- Prepare contribution projections as requested by Pastor and Stewardship & Finance Team
- Assist the Stewardship & Finance and the Senior Pastor/Head of Staff with stewardship campaigns or other projects in accordance with the Financial Procedures Manual
- Produce quarterly and annual contribution statements
- Maintain proper storage of records in accordance with GAP
- Maintain online giving system
- Maintain Dunwoody Presbyterian Church (ECO Church Plant) financials and communicate these to DPC

General Administrative functions (30%)

- Point of contact and reception for EPC Covenant Partners (members) and guests during office hours
- Administrate the EPC child protection policy through Protect My Ministry
- Maintain employee records for pay purposes, eligibility for employment, and salary changes, and administrate benefits.
- Manage volunteer receptionist schedule and provide training for effective greeting of visitors, vendors, repair technicians, package reception, photocopier use, and other ministry related requests common to the office
- Administrate photocopier accounts for ministry teams and staff
- Oversee and coordinate the church office operations including the issue and management of church credit cards, staff cellphone contracts, purchase of office supplies and cleaning supplies; and, obtaining bids and making recommendations for the purchase of new, replacement of, or repair to, office equipment
- Point of contact for IT issues/coordination and for church facility maintenance and repair

- Oversee the ACS System (church management system), including weekly backups, installation of all updates, maintaining security and passwords, and training others as necessary
- Maintain records of marriages, births, and deaths of church covenant partners, including the addition, transfer, or notation as inactive at the direction of Session
- Generate and mail letter(s) of transfer requests for members transferring to or from Eastminster
- Maintain hard-copy files of current and past members
- Provide annual report to Clerk of Session which includes names of members whom Session might consider placing on the inactive roll and/or removed from the roll
- Prepare annual and statistical reports for ECO membership and financial data
- Ensure preparation of membership and baptismal certificates
- Encode all new member information in ACS membership records
- Run requested membership searches and reports requested from staff or team chairpersons, which might include providing labels, mail merge letters, and/or envelopes

Senior Pastor Administrator Functions (10%)

- Keep the calendar for the Senior Pastor/Head of Staff and assist in appointments and availability requests
- Assist the Senior Pastor/Head of Staff in monitoring vacation days for all employees, filing all vacation requests in the record
- Generate reports for the Senior Pastor/Head of Staff as needed
- Advise the Senior Pastor/Head of Staff on employee needs or issues
- As requested, schedule travel arrangements for Senior Pastor/Head of Staff

Core Competencies

The following competencies are required to fulfill the essential functions of this role in particular, and will be reviewed annually:

1. Results orientation
2. Interpersonal awareness
3. Analytical thinking
4. Flexibility
5. Fostering teamwork among staff and volunteers
6. Attention to communication