

McKinley Church and Foundation  
Job Description

**Position Title:** Church Business Administrator

**Status:** Part Time 50%

**Function:** The Church Business Administrator operates as the McKinley Church gatekeeper as most everything crosses their desk first. This position provides administrative support to church staff; handles basic bookkeeping responsibilities; maintains electronic and paper filing systems; and keeps the office organized and running efficiently.

**Organizational Relationship:** The Church Business Administrator reports to the Pastor of McKinley Church; supports church staff, church members, and volunteers as appropriate; and supervises any church rental hosts.

### **General Duties and Responsibilities**

Office Management:

Keep the office organized and running efficiently. Serve as first point of contact at the McKinley Church offices, e.g., answer phones, greet visitors, open mail. Maintain electronic and paper filing systems including the database. Monitor and order office supplies, track inventory, and vendors.

Financial:

Handle basic bookkeeping responsibilities, track income, ensure bank deposits are made in a timely fashion, review documents provided by and interacts with the McKinley Church accountant, and occasionally generate checks for vendor supplies, reimbursements, and community assistance.

### **Detailed Duties and Responsibilities**

#### **Financial Records (primary)**

1. Oversee accurate accounting of all financial transactions
2. Oversee accurate accounting of all contributions
3. Prepare quarterly and year-end giving statements
4. Resource the Finance Committee to ensure all financial accounts including investments accounts are balanced
5. Secure monthly / quarterly financial reports for the finance committee and session
6. Assist in preparing a yearly budget draft for review
7. Work with accountant on yearend review
8. Prepare year-end financial reports for annual meeting
9. Monitor, evaluate and manage cash flow
10. Perform other necessary and related work as may be assigned

#### **Space Rental (Primary)**

1. Schedule and manage staff for rentals
2. Evaluate and manage calendar for the church building
3. Evaluate and manage policies related to church rental
4. Liaison between church members, staff and renters

#### **Administrative (Secondary, as time allows)**

1. Maintain the church portion of the joint calendar, on-line

2. Process and manage requests from church members
3. Request and manage volunteers for misc. tasks
4. Assist in maintaining website
5. Help prepare weekly bulletins for Sunday worship and special services
6. Assist in preparing reports for governing bodies as required by the PCUSA
7. Answer and manage incoming phone calls and direct calls to appropriate staff member
8. Oversee the maintenance of church membership & attendance records using Servant Keeper  
Handle office tasks, such as filing, setting up for meetings, and reordering supplies
9. Assist with maintenance and organization of supply closet

**Required Qualifications:**

- a. Ability to support the Pastor with administrative and office management
- b. Understand the need for and the ability to respect confidentiality
- c. Work well with a variety of people
- d. Independent worker, detail-oriented, organized
- e. Ability to meet established weekly and monthly deadlines as well as prioritize special projects
- f. Proficiency with Microsoft Word and familiarity with QuickBooks, MS Publisher, Word Press, and website update
- g. Ability to use all standard office equipment
- h. College degree or High school diploma and at least two years of office experience