



## The First Presbyterian Church of Waunakee, Inc.

### Church Business Administrator • POSITION DESCRIPTION

**Our Mission:** We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

**Job Title:** Church Business Administrator

**Job Status:** Part- or full-time (20-30 hours per week)\*

*\*Open to exploring part- or full-time based on applicant interest*

**Position Schedule/Location:** Flexible weekday scheduling, Onsite or Remote Hybrid with Head of Staff approval.

**Purpose:** To provide financial, administrative, and other support to help implement the policies and further the mission of First Presbyterian Church Waunakee (FPC). The person in this position primarily supports the heads (Elders) of the Finance, Personnel (Human Resources), Stewardship, and Building and Grounds teams, under supervision of the Head of Staff (Senior Pastor)

#### Qualifications and Skills

1. A committed Christian of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord, who is seeking to live a life commensurate with this faith.
2. Associate or bachelor's degree preferred, including coursework and/or training in bookkeeping, financial reporting, and accounting.
3. Preferably 3-5 years of experience in office administration, especially bookkeeping and finance. Prefer experience with non-profits and fund accounting.
4. Proficiency with Microsoft Office, especially Excel, Outlook, and Teams. Experience with bookkeeping software programs.
5. Strong organizational skills with attention to detail and accuracy.
6. Ability to establish and maintain consistently positive working relationships—with staff, Elders, other church members, and visitors.
7. Ability to adhere absolutely to confidentiality protocols on all levels.
8. Demonstrated integrity, responsibility, reliability, flexibility, adaptability, and tact—and willingness to be a team player. Must also be able to prioritize and multi-task.
9. A sense of humor.

#### Benefits

FPC offers an array of benefits for part-time and full-time employees, and are dependent on hours worked, including medical, dental, and vision insurance; paid time off; paid holidays; retirement savings plan; group life insurance maternity/paternity leave; bereavement leave.

#### Accountability

The person in this position reports to the Senior Pastor and ultimately to the Session through its Personnel Ministry team.

#### Evaluation

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After an initial probationary term of six months, the person in this position is reviewed annually by the Senior Pastor and at least one member of the Personnel team.

#### **Specific Duties**

##### Finance:

- Manage all online, check/cash, and stock contributions including processing, posting, reporting, and managing giving records. Maintain strict confidentiality.
- Coordinate and oversee accuracy of counting teams.
- Prepare check requests for all invoices. Submit all check requests (including those completed by other staff and Session members) for signature via FPC's DocuSign account.
- Prepare checks for Treasurer's signature as required, based on Requests for Payment bearing valid church officer/staff signatures, and countersignature of Finance Elder; keep file of requests for payment.
- Maintain electronic giving program.
- Process semi-monthly payroll; submit payroll files to FPC's bank for EFT direct-deposit processing.
- Prepare monthly and quarterly financial analyses and reports as required.
- Prepare annual church budget worksheets and assist Finance Elder with preparation of budget, including providing income analysis and projections, and all needed spreadsheets and reports.
- Perform annual financial duties as required, including annual report, audit, tax reports, and year-end database rollover.

##### Human Resources:

- Conduct criminal and other background checks on candidates (non-pastoral staff),
- On-board new employees, including setting up payroll and benefits enrollment.
- Maintain personnel files, including current position descriptions.
- Manage the enrollment/re-enrollment of staff in eligible benefits and track benefits such as paid time off.
- Annually review benefits to be selected for the following year (to be implemented during the open enrollment period) with the PCUSA Board of Pensions for applicable staff members.
- Review the medical and dental insurance plans (for non-Board of Pensions staff) annually.
- Maintain and update as needed church Policies and Procedures Manual.

##### Building and Grounds:

- Maintain strict building access protocols; train new staff or volunteers as appropriate regarding building security system.
- Prepare contracts and invoices for non-FPC building users.
- Maintain file of vendor contracts (snow plowing, lawn care, elevator inspections and maintenance, trash removal, cleaning service, etc.).
- Work with FPC's insurance agent including annual policy renewals. Maintain insurance files with permanent record retention.

##### Stewardship:

- Prepare and oversee mailings for annual campaign. Provide forecasting, tracking and analysis of data as needed.
- Assist with publicizing and educating the congregation about stock and mutual fund donations.

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#### General:

- Prepare the annual Church Handbook, which is part of the annual directory,
- Manage required reporting to the governing Presbytery.
- Maintain office systems and equipment. Research and recommend specifications for new office equipment, primarily copiers and folding machine.
- Assist with answering office phones, ensuring that calls are answered personally during office hours with courteous, caring, and accurate service.
- Maintain church office and custodial supply rooms and order supplies as needed.
- Maintain church membership database.
- Provide backup for other office staff as needed.
- Maintain and keep current manual of duties, deadlines, and specific responsibilities for this position.
- Attend meetings where administrative representation is required.
- Train back-up staff as appropriate. Train and communicate with volunteers as needed.