

# Oreland Evangelical Presbyterian Church

## Position Description

- TITLE:** Church Administrator
- PURPOSE:** Responsible for the daily Administration, Financial and Human Resource operations of Oreland Evangelical Presbyterian Church and to coordinate, and develop the office staff in support of the life and ministry of the church.
- ACCOUNTABILITY:** Reports to the Pastor.

### RESPONSIBILITIES:

#### *Administration*

- Supervise the work activities of direct reports: Administrative Assistant, Communications Specialist, Bookkeeper, Facilities Manager, Custodian, and other support staff.
- Coordinate administrative and secretarial support to the pastoral and ministry staff.
- Coordinate administrative and secretarial support for the Session, Deacons, Trustees, and Ministry Teams.
- Arrange and coordinate the church calendar and scheduling facilities usage for church events, meeting rooms, outside groups, and contractors.
- Oversee general office purchases and office equipment leases.
- Prepare Officer Handbooks and Annual Reports.
- Prepare and file government documents including Annual Statement of Nonprofit and Form 5578 - Preschool Nondiscrimination.
- Oversee the OEPC Child Protection Policy and supervises the Administrative Assistant processing of the background clearances.

#### *Financial/Accounting*

- Oversee all the Financial and Accounting activities of the OEPC, Deacons and Preschool organizations.
- Supervise the Bookkeeper in processing the Accounts Receivable and Accounts Payable transactions and in preparing reports.
- Responsible for review and analysis of financial statements and monthly reporting to Finance and Ministry Teams.
- Member of Finance Team, attending monthly Finance meetings.
- Member of the Budget Committee. Work with Bookkeeper and Preschool Director on preparing Preschool Budget and setting Tuition Fees.
- Receive Accounts Payable invoices and distribute to the appropriate ministry team for approval.
- Maintain bank accounts and online giving platform.
- Oversee month-end and year-end closings and review monthly financial statement for boards and ministries.
- Responsible for annual Premium Only Plan Compliance testing, Workers Compensation audit, and Byler Grant reports, semi-annual contribution statements.
- Assist the Stewardship team with stewardship campaigns.
- Process biweekly payroll through ADP and oversee Bookkeeper's posting of payroll, preparing quarterly reports and reconciliations.
- Responsible for Distributing W-2s and annual updating of Local Sales Tax exemption forms.
- Oversee and acknowledge giving to memorials, bequests, and special collections.
- Oversee documents for annual audits.

- Prepare EPC annual report.
- Responsible for the retention and destruction of financial and administration documents.
- Keep current on changing tax laws and laws uniquely applicable to churches and pastors, and communicate such changes to leadership.

#### *Human Resources*

- In conjunction with Personnel Committee, oversee Human Resource operations and responsibilities.
- Maintain historical and current personnel files with all necessary documentation including: I-9 forms with appropriate/required identification; letters of hire; job descriptions; evaluations; vacation calendars; disciplinary actions; dismissal; and other records as needed.
- Onboard new hires including orientation and review of staff policies.
- Responsible for conducting Annual Performance Reviews for direct reports.
- Church Benefits liaison between staff and the EPC for health and retirement benefits.
- Stay current on Human Resource law and practices and make recommendations to the Personnel Committee for revisions to the OEPC Personnel Policy Handbook.

#### *Technology/Equipment*

- With the IT Company and Facilities Manager, oversee the technology operations including hardware, software, and policies.

#### *Membership Records*

- Oversee church membership database updates and generate reports.
- Consult with Pastor and Session regarding maintenance of membership records.

#### *Welcoming Visitors and Members*

- Answer telephones; receive visitors; exhibit and foster Christian hospitality in the church office.
- Provide a gracious and compassionate ministry as one who first encounters visitors to the church.

#### *General*

- Affirm the OEPC Statement of Faith.
- Have and conduct oneself with a Christian ministry-mindedness.
- Maintain active membership in local and national chapter of The Church Network Administrators Group. (Church pays for membership.)
- Perform other duties as assigned.

**RELATIONSHIPS:** Work closely with Pastor, church officers, church staff and volunteers.

**EVALUATION:** Performance reviews will be conducted annually by the Pastor. Compensation will be determined in accordance with current compensation guidelines.

**SPECIFICATIONS:** Full-Time Exempt Position.

- College education in business or related field.
- At least three years' experience in Administration, Human Resources, Accounting/ Bookkeeping with a working knowledge of generally accepted accounting principles, financial reporting, internal policies and procedures, and payroll administration.
- A high level of proficiency with QuickBooks.
- Proficient with MS Office including Excel, Word, and Outlook
- Knowledge of Church Windows database and VANCO Giving Platform a plus.

Approved December 20, 2022

**Applicants:** please submit your resume to [personnel@orelandpres.org](mailto:personnel@orelandpres.org) for consideration.

