

**Chapel by the Lake Presbyterian
Business Administrator
Job Description**

Position: Business Administrator

Hours: Part time (-20 hrs/wk) Monday through Friday with some evening and occasional weekend work.

Salary: \$26/hr(\$27,040/yr) to \$28/hr (\$29,120/yr) DOE, salaried for 20 hours a week.

Qualifications

- Embrace and fully support the mission of Chapel by the Lake, which is "to know Jesus and make Him known," and the essential tenets of the Covenant Order of Evangelical Presbyterians which can found at:
https://www.ecopres.org/static/media/uploads/eco_constitution_online12.11.18.pdf.
- Possess strong relational skills and demonstrate the ability to organize, recruit, and support volunteers to do the maintenance tasks and projects of the church.
- Implement and maintain organizational and functional priorities.
- Demonstrate an understanding of basic accounting principles such as ledgers, balance sheets, and profit and loss statements.
- Capable of handling minor maintenance issues, moving church equipment and furniture, and accessing facility utility areas in the church.
- Be proficient, or at least familiar with and able to quickly gain proficiency, in Quick Books, Microsoft Office and other necessary software.
- Previous administrative experience, with strong communication, organizational and time management skills.
- The successful applicant shall be required to provide an Alaska Dept of Public Safety background check.

Employment Guidelines and Expectations

- The Business Administrator will be responsible for overseeing the management of the physical buildings and administrative management of the church.
- As part of our ministry staff, the administrator will have access to confidential information and be required to handle the church finances including cash and checks.
- The Business Administrator will report directly to the Senior Pastor.
- The Business Administrator will be the staff liaison to the Trustees
- The duties of the Business Administrator include, but are not limited to the following:

FACILITIES OPERATION:

1. Oversee the management and operation of the facilities at Chapel by the Lake including but not limited to maintaining a master facility use calendar in coordination with the office assistant, establish a scheduling procedure and advise the Trustees regarding issues of operational and scheduling concern. The Administrator will also ensure user group contracts/agreements and necessary insurance riders are in place.

2. Ensure the cleanliness, safe condition and good repair of the facility and all equipment (except Worship and Music equipment in the Sanctuary) and materials related thereto, at all times; establish and maintain a consistent maintenance and safety program for the Chapel by the Lake campus. Directly address simple maintenance tasks. As necessary, recruit volunteers or skilled contractors (with Trustee approval) to complete involved maintenance tasks. Ensure that contractors are appropriately supervised and work is complete and approved prior to payment.
3. Administer church contracts for goods and services related to Chapel operations.
4. As necessary coordinate with the Chapel by the Lake Security Committee.

SUPERVISION:

5. Retain facility hosts as needed under the supervision and guidance of Trustees and Personnel committee.

FINANCIAL DUTIES:

6. Oversee and report on the finances of the church by preparing monthly and year to date financial reports for the Senior Pastor and Trustees, as well as oversee the preparation and delivery of ministry leaders' monthly expenditures.
7. Support and facilitate the annual budget preparation process by providing assistance to the Finance Committee and the Trustees.
8. Maintain a system of internal financial controls and implement recommendations of annual financial review.
9. Maintain a program for the purchase of facility supplies.
10. Provide information assistance to the Stewardship Committee for its stewardship campaigns;
11. Attend monthly Trustee meetings, and report monthly to the Trustees on the church finances and operations;

OFFICE OPERATIONS:

12. Review insurance policies and provide an annual policy coverage review to the Trustees for consideration;
13. Attend Staff meetings as directed by the Senior Pastor.
14. Perform other duties as assigned by the Senior Pastor.