



## Oak Mountain Presbyterian Church, PCA

<b>Position</b>	<b>OMPC Church Business Administrator</b>
<b>Location</b>	<b>Birmingham, Alabama</b>
<b>Denomination</b>	<b>Presbyterian Church in America (PCA)</b>
<b>Church Size</b>	<b>2700 members, \$6.3M Budget 2021</b>
<b>Job Status</b>	<b>Full-time, Salaried</b>
<b>Purpose</b>	<b>Working with the church staff, session, diaconate, school staff, and various ministry teams, the business administrator seeks to insure that administration of church finances, programs and facilities is provided in an efficient manner within the approved budget and staffing. This includes the supervision of administrative staff and the allocation of resources that enable and enhance the effective ministry of Oak Mountain Presbyterian Church.</b>
<b>Qualifications</b>	<p><b>Personal:</b> This position must be filled by a Christian with a credible profession of faith, evidenced by an authentic growing personal relationship with Jesus Christ as Lord and Savior. This person must be a servant leader with strong skills in administration, organization, problem solving, interpersonal communication and team building; able to effectively balance coordination of details and long range planning. The candidate must be a skilled manager of people, property and finances.</p> <p><b>Educational:</b> This position requires a college degree, on at least the undergraduate level. A concentration in Business Administration, Accounting or Finance is preferred; or equivalent work experience in business administration field. This position also requires an awareness of civil laws and their compliance.</p> <p><b>Professional:</b> This position requires a proven record of experience and skill working in areas of business administration or management. This position requires the ability to work independently with little supervision. Supervisory experience is required. This position also requires training and/or experience in stewardship, finance, computer systems, personnel administration, and facilities operation and maintenance.</p> <p><b>Ministry:</b> This position requires someone gifted in administration and leadership, with a passion to explore the most effective means of fulfilling the OMPC mission.</p>

<b>Duties and Responsibilities</b>	<b>Financial Management/Stewardship:</b> <ol style="list-style-type: none"> <li>1. Facilitate budget process through Stewardship and Budget Ministry Team</li> <li>2. Manage finances and keep church within budget</li> <li>3. Administer cash accounts</li> <li>4. Produce timely financial reports</li> <li>5. Serve as liaison with financial institutions</li> <li>6. Produce all tax statements, annual reviews, and government reports</li> <li>7. Maintain all contribution and pledge reports</li> <li>8. Administration of non-cash gifts</li> <li>9. Maintain accounting system</li> </ol>
	<b>Administrative Duties:</b> <ol style="list-style-type: none"> <li>1. Policy development <ol style="list-style-type: none"> <li>a. Ministries</li> <li>b. Other programs</li> </ol> </li> <li>2. Implement stewardship programs</li> <li>3. Lead and coordinate any capital campaigns of the church.</li> <li>4. Annual review and renewal of church insurance coverages</li> <li>5. Assist with long range planning</li> <li>6. Purchasing – supervision and development of controls</li> <li>7. Oversee maintenance of membership records</li> <li>8. Provide spiritual and organizational leadership for the Diaconate</li> </ol>
	<b>Human Resources:</b> <ol style="list-style-type: none"> <li>1. Administer policies under supervision of Human Resources Ministry Team</li> <li>2. Payroll supervision</li> <li>3. Maintain, distribute and edit Employee Handbook</li> <li>4. Hiring/dismissals, according to personnel policies</li> <li>5. Assist senior staff in administration</li> <li>6. Develop all remuneration packages</li> <li>7. Administer all employee-related benefits</li> <li>8. Oversee facilities staff, support staff</li> </ol>
	<b>Facilities Management:</b> <ol style="list-style-type: none"> <li>1. Physical plant <ol style="list-style-type: none"> <li>a. Cleanliness</li> <li>b. Operation</li> <li>c. Grounds</li> </ol> </li> <li>2. Maintain facilities use with appropriate balance of church, school, Tree House (MDO) and various ministry needs</li> <li>3. Assist Security Team in implementation of church and school security strategies.</li> <li>4. Enforce Session and Sessional Ministry Team mandated policies for building use</li> <li>5. Oversee purchase of fixed assets</li> <li>6. Coordinate and supervise operation of Building Systems</li> <li>7. Responsible for all computer systems, website, telephone/communications systems and all other major systems including both hardware and software</li> <li>8. Oversee contractual agreements for facilities cleaning services; landscape, trash removal, and all service contracted relationships.</li> </ol>
<b>Working Environment</b>	Reports to Executive Pastor. Works closely with Ministerial Staff, church officers, Westminster School at Oak Mountain, Tree House (MDO) and church members.
<b>Contact Information</b>	<b>Oak Mountain Presbyterian Church</b> 5080 Cahaba Valley Trace Birmingham, AL 35242 Website: <a href="http://www.ompc.org">www.ompc.org</a> Please send resumes and inquiries to Rhonda Blevins - <a href="mailto:rblevins@ompc.org">rblevins@ompc.org</a>