

BAY AREA PRESBYTERIAN CHURCH CHURCH AND FACILITIES ADMINISTRATOR

Qualifications

- Bachelor's Degree in a relevant field or equivalent experience
- Experience working (paid or volunteer) in a church environment a plus
- 5+ years of experience
 - providing administrative support, ideally at an executive level
 - experience with accounting responsibilities, human resources, payroll, budgeting, and financial management and reporting
 - facilities management
- Strong computer skills, including proficiency using Microsoft Word, Excel, Publisher, PowerPoint
- Strong internet research skills
- Some familiarity with computer software, hardware, and networks
- Exceptional verbal, written communication, and interpersonal skills: active listening and passion for care of the congregation
- Highly detailed and organized
- A motivated self-starter with strong time management abilities who requires minimal supervision
- Ability to work enthusiastically with others as part of a team
- Able to demonstrate flexibility and the ability to quickly adapt to changing demands and deadlines
- Pride in being punctual, dependable and trustworthy
- Indisputable confidentiality and discretion concerning personal information encountered during the performance of the job
- Unquestionable integrity
- Professing Christian whose life is consistent with a follower of Christ

Job Type: Full-time

Typical Work Schedule:

- Monday - Friday 8:30 a.m. – 4:30 p.m.
- Some availability Sunday 9 a.m. - 12 p.m.
- Willingness to be flexible with weekly schedule at certain times

Work Remotely: No

Direct Accountability: Reports directly to the Senior Pastor

Pay Scale: Based on experience and qualifications

Full Job Description

Bay Area Presbyterian Church is looking for a full-time employee to manage diverse areas of its church operations, including Finance, Facility Management, Building Maintenance, Office Administration, and Human Resources. This person will implement best practices to accomplish the efficient administration of the affairs of the church.

This person is the welcoming face of Bay Area Presbyterian Church. The candidate must have a willingness to serve Christ and His church, and have maturity of character, cultural sensitivity, compassion, discernment, and the ability to keep in strict confidence information acquired through the duties of this position. This person must be reliable, a motivated self-starter, able to remain productive with minimal supervision and also able to work as part of a team.

Primary duties include, but are not limited to:

- Know, follow and exude the mission and strategy of Bay Area Presbyterian Church
- Serve as liaison, interfacing with leadership, staff, ministry team leaders, and the congregation
- Financial
 - Utilize QuickBooks to perform financial functions including but not limited to:
 - Accounts Payable
 - Accounts Receivable
 - Payroll and Human Resource Management
 - Chart of Accounts
 - General Ledger
 - Banking and Deposits
 - Journal Entries
 - Prepare weekly, monthly, and annual financial reports for finance committee utilizing QuickBooks and Microsoft Excel
 - Generate annual reports as required by bank
 - Serve as a liaison with financial institutions
- Prepare annual statistical reporting for denomination (Presbyterian Church in America)
- Facilities
 - Coordinate facility upkeep and maintenance
 - Obtain requests for proposal for facility repairs and upgrades
 - Supervise vendors onsite, including quality of work
 - Manage full life cycle of insurance claims
 - Coordinate all required building inspections
 - Manage facility rentals for after-hours and weekend groups
 - Communicate with the daily renters on a frequent basis regarding building usage and facility issues
- Provide administrative support to pastoral staff, office staff, church leadership, and ministry team leaders
- Perform receptionist, secretarial and clerical duties
- Produce Orders of Worship/Bulletins and worship slides for Sundays and special services
- Utilize Church Management Software to
 - Keep up-to-date contact information and group lists
 - Record weekly giving contributions and attendance
 - Produce custom reports to provide trends in giving and attendance, and demographic information
 - Maintain a church and facility calendar

- Communicate via email with individuals, selective groups, or church-wide
 - Keep an accurate church membership roster
- Generate printed member directories and birthday lists
- Assist with the assimilation of visitors
- Purchase office supplies, communion supplies, janitorial supplies, and facility consumables
- Provide special events management and coordination, including recruitment of volunteers as needed
- Other tasks as required

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