

Business Administrator/Treasurer

General

The Business Administrator is responsible to the Pastors and Elders for managing both the day-to-day and the long-term financial and business activities of the Grace Baptist Church, Grace Christian School and all its ministries. Areas of responsibility include finance, budgeting, and staff personnel. This position also acts as the official Treasurer of Grace Baptist Church, unless the Church were to elect another person as Treasurer, in which case, the Business Administrator would provide direct support to the Treasurer. This is a full-time, salaried position.

Scope

The scope of this ministry covers the Grace Baptist Church (GBC) and Grace Christian School (GCS).

Qualifications

A. Education

The incumbent will possess a bachelor's or higher degree in business, accounting, mathematics, or a related field from an accredited and recognized college or university.

B. Experience

The incumbent must have at least two year's paid full-time experience in direct management of the financial, business, and personnel affairs of an organization or business with multi-faceted budget requirements; this organization or business should be of like membership size and budget as Grace Baptist Church.

The incumbent must have a demonstrated intermediate skill level in setting up and managing word processing, spreadsheet, and database software applications. Specific experience in Peachtree / SAGE and Power Church software would be highly desirable. Experience in Benefits and Facilities management would be a plus.

C. Testimony and Integrity

Because of overseeing a substantial number of finances and sensitive information, the incumbent shall be a member of Grace Baptist Church and demonstrate a clear testimony of salvation, integrity, and support of the Church. A background and credit check will be required, subject to annual verification.

Major Responsibilities

- Ensures controls are maintained in the receipt, safeguard, and deposit of all funds to the Church & School received from the tithes, offerings and other sources of its members and attenders.
- Establishes and oversees all "accounts payable" controls, processes, and reconciliations for GBC & GCS; ensures the timely payment of all financial obligations, including issuance of paychecks to the Pastors, GBC, and GCS staff members. Approves and orders for GBC and GCS all non-recurring supplies, capital equipment, furniture.
- Administers, monitors, and disperses all special funds that may be established from time to time by the elders or the GCS Committee, as well as the various mission's funds. Makes recommendations, administers, and reports on the investments of GBC and GCS to the elders.
- Prepares annual budgets for GBC & GCS, and any timely revisions, as necessary.
- Supervises financial accountant and assistants for Grace Baptist Church
- Keeps current on changes to Federal, state, and local statutes, IRS regulations, and incorporates changes as needed to GBC and GCS financial matters and employee benefits.

- Reviews and contracts for GBC and GCS insurance needs and employee benefits.
- When GBC & GCS votes to borrow funds for special projects, evaluates the market conditions and negotiates loans for the Church at competitive terms and rates. Settlement on any such loans will be the responsibility of the elders, following approval of the Church membership.
- Closes and balances all financial books monthly, early in the subsequent month and prior to the scheduled elder meetings.
- Leads/participates in any other activities of the Church or School which involve commitments of financial resources.
- Maintains a complete file of all authorized financial signatures associated with the Church and School, including accounts of the GCS PTF.
- Ensures timely update and maintenance of all financial records of the Church and School using appropriate computer software; establishes a periodic and reliable back-up system to ensure no loss of data resulting from computer failures. Directs preparation of monthly financial statements for the membership and deacons; reports to the membership the financial condition of the Church and the School at regular or specially called business and elder meetings.
- Ensures timely and complete maintenance of time, attendance, and leave records for GBC & GCS staff members.
- Files appropriate Federal and State forms associated with withholding taxes for Pastors, GBC staff, and GCS staff members.
- Manages benefits and makes recommendations to the personnel committee and/or GCS Committee for benefits additions or changes.
- Works closely with the Facility Manager to budget and oversee needed repairs or improvements of the church properties; negotiates prepares and monitors contracts. Supervises office reconfiguration, equipment procurement and repair.
- Helps with church database management and maintenance, especially regarding giving records for members and donors.
- Cooperates with internal and outside auditors as appointed by the Church or School.
- Performs other duties as assigned by the Staff Elders.
- Serves on these Committees: Finance (Chairperson); Personnel (non-voting); Grace Christian School (non-voting).