

8/5/20

Business Administrator Position at Plymouth Congregational Church

Located at the southern edge of downtown Minneapolis, Plymouth Congregational Church is a progressive faith community grounded in the Christian tradition. We are seeking a full time Business Administrator who will support the congregation's work and mission in three primary areas of responsibility: human resources and personnel administration, finance and accounting, property and maintenance management.

Required Qualifications include:

- Bachelor's degree
- Experience in human resources and personnel administration, Church finance, particularly budgeting and accounting and property and maintenance management
- Must have availability in evenings for church board and committee meetings.
- 5-10 years of experience in business administration, with 3-5 years' experience in church administration including facilities, staff management and finance. Position reports to Lead Minister. For the full job description or to apply, please contact: Peter Eichten at peter@plymouth.org by August 24, 2020.

Position Title: Plymouth Congregational Church Business Administrator

Position Summary

This position supports the congregation's work and mission in three primary areas of responsibility: human resources and personnel administration, finance and accounting, property and maintenance management.

Required Qualifications

- Bachelor's degree required
- Human resources and personnel administration experience
- Church finance experience, particularly budgeting and accounting
- 5-10 years of experience in business administration, with 3-5 years' experience in church administration including facilities, staff management and finance
- High standards of confidentiality and integrity
- Church accounting software experience
- Demonstrated managerial and relationship-building skills
- Strength in written and speaking communication
- Ability to represent the church in public and community settings

Preferred Qualifications

- Master's degree preferred
- Certification from the National Church Business Administrators, or equivalent; or willingness to obtain in 2-3 years
- Technology familiarity for effective oversight of church computer and peripheral equipment and support, wi-fi/internet service, phone systems and policies for technology security and use of social media by Plymouth church employees
- Contract writing experience

Competencies

- Problem solving
- Conflict management
- Detail oriented
- Reasoning and analytical skills
- Ability to manage and prioritize multiple projects; delegating where appropriate
- Compassionate management style

Key Accountabilities

Human Resources

- Ensure HR processes and practices at Plymouth are consistent and current including hiring processes, staff development, performance management, compensation, etc.
- Serve as "go to" resource for guidance on application of church's personnel policies and resolution of personnel issues
- Provide advice and counsel regarding HR matters to the Lead Minister and Board of Finance and Administration Personnel Committee, as requested
- Supervise and develop assigned support staff, including Public Safety Manager, Accounting Manager, Custodial staff, and Ministry Assistant for Hospitality
- Oversee the payroll and payroll tax reporting system
- Ensure applicable laws and regulations are communicated and implemented (i.e. maintenance of personnel files, payroll, benefits, etc.)
- Manage Worker's Comp and health insurance arrangements for staff and clergy, as directed by church leadership

Finance and Accounting

- Establish, review and monitor financial controls
- Modify controllable spending to meet overall financial objectives
- Manage external auditor relationship, oversee audit process and requisite action items as needed for audit results
- Manage the accounting system including cash management, checks and other negotiable assets
- Manage the purchase and lease of capital equipment, services and supplies

- Supervise preparation of financial and other reports for clergy, program staff, church boards and the Treasurer/Assistant Treasurer
- Coordinate reports for the congregation's annual and special meetings
- Assist Lead Minister in the preparation and development of the annual budget
- Oversee stewardship record-keeping system maintained by Clergy Ministry Assistant
- Learn the duties of the Accounting Manager and act as a backup

Church Properties, Facilities, and Equipment

- Work closely with the Property Manager and Building/Grounds Committee re: prioritization of scheduled maintenance and improvement of church properties
- Oversee the use of church facilities and equipment in accordance with relevant policies
- Oversee building security
- Manage the purchase of General and Liability Insurance, periodically putting it out for bids.
- Negotiate rentals, acquisitions and disposals of church properties and facilities as directed by the Board of Finance and Administration and/or Deacons
- Manage church owned parking lots
- Oversee/maintain church technology, including the internet, computers and phones

General

- Prepare contracts with external organizations/businesses as required
- Serve as the liaison to the Board of Finance and Administration and committees as directed by the Lead Minister
- Attend meetings of the Leadership Council
- Keep the Articles of Incorporation and By-Laws up-to-date and maintain working knowledge of these documents. Serve as information resource for others as necessary
- Execute special assignments as requested by the Lead Minister and/or Board of Finance and Administration
- Represent the church in interaction with government, the business community and neighborhood organizations as directed by the Board of Finance and Administration and Lead Minister
- Be available to work evenings for Board and Committee meetings
- Sit on boards and/or act as liaison to outside organizations as designated by the Lead Minister
- Inform Lead Minister of persistent or escalating problems
- Exempt position
- Reports to Lead Minister
- This position is accountable to the overall mission of the church and maintaining collegial relationships with staff, Board members, colleagues, visitors and the congregation in general.
- Effective member of the PCC leadership team