

JOB: PART TIME CHURCH ADMINISTRATOR
Lower Providence Baptist Church
3430 Ridge Pike (PO Box 84), Eagleville, PA 19403

Lower Providence Baptist Church's purpose is to lead all people of all backgrounds into a loving relationship with God through Jesus Christ.

Primary Function

The Church Administrator (Admin) is responsible for administering the tasks and functions of the church office in concert with the daily service practices of the ministerial staff. The Admin also performs a variety of financial duties including, but not limited to, financial reporting, budget input and expense disbursement, including payroll. This is a part-time position requiring a high level of confidentiality.

Qualifications

1. High School graduate and skills required to work as a financial record keeper.
2. Strong computer skills needed including:
 - Microsoft Windows and office (Word, Excel, PowerPoint, etc.)
 - QuickBooks or comparable accounting software preferred.
 - Breeze Church Management software
 - Email marketing programs (Mailchimp)
 - Template website knowledge
 - Social media (Facebook)
 - Google calendar
3. Strong attention to detail, with the ability to meet deadlines.
4. Demonstrated ability to work independently and with a team to accurately accomplish stated goals and objectives in a timely manner.
5. Ability to maintain confidentiality of various church records and activities. The Admin will be required to sign a confidentiality letter at time of employment.
6. The candidate must be bonded and insured.
7. Proficiency in the use of standard office equipment.
8. Strong organizational, written and verbal skills.

Accountability

1. Under the supervisory direction of the Ministry Board and Senior Pastor.
2. The Ministry Board will provide at least an annual assessment of his/her development. This will be undertaken as a discussion of strengths and weaknesses, evaluation of working relationships and job performance between the Ministry Board and the Admin. Strong consideration will be given to the comments of the Moderator and the Senior Pastor.
3. Plan with the Moderator and/or the Senior Pastor time off as outlined in the employee contract.

Responsibilities include (but not limited to)

1. Customer service (answering phone calls and emails and greeting people at the church).
2. Maintain and update the church website, social media, Church directory database, and put together and create the church's monthly newsletter and weekly bulletin.
3. Timely payment of all operating expenses, including payroll and related disbursements. The Admin issues reimbursements only when vouchers have been approved by the applicable team leader.
4. Complies with all IRS requirements related to payroll taxes, year-end payroll statements and reporting.
5. Uploads the annual budget and generates monthly reports inclusive of each team (Discipleship, Facilities, Finance, Outreach, Shepherding, and Worship).
6. Attends the monthly Ministry Board meetings and Church Business meetings to provide the current financial records of the church.
7. Cohesively being a team member with the Finance Team to assume all applicable duties in his/her absence.
8. Answers questions, researches inquiries and assist team leaders or designees regarding income or disbursement of specific budget line items.
9. Orders office supplies, as needed.
10. Participates with the Audit Committee regarding the annual audit of the books/records. Provides all requested records and documentation required for internal/external audit purposes, as applicable.
11. Maintains appropriate hard copy files in support of disbursements.
12. Other office duties as assigned.

Hours and Salary

This is a part time position with flexible hours and with the possibility of additional hours. The Admin will open the church office 3-4 days a week. Financial remuneration will be based on experience. The Church Admin remuneration package shall be reviewed annually by the Ministry Board. A recommendation, with major consideration given to feedback received from the Moderator, will be put forth consistent with their assessment of his/her strengths and growth opportunities at the time of budget preparation for the ensuing year.

Contact

If interested, please email Pastor CG Coats at pastorcgcoats@gmail.com with a PDF of your resume or call him at 484-459-9890 or Mary Buler, Church Moderator, at bulerm@aol.com or 610-630-0754. We will setup an interview via video call.