

## Hiring a Business Administrator

- A full-time, salaried position with paid holiday and vacation time and 403b retirement plan
- Some flexible hours, including some evenings and weekends required
- Bachelor's degree or commensurate work-related experience preferred in finance, accounting, business management
- Basic computer skills including Microsoft Office, web-based email and applications, and the ability to learn specific church software packages; excellent organizational skills with the ability to multi-task; and excellent communication skills with a variety of audiences needed
- Must satisfactorily complete a background check and credit report
- Basic IT trouble-shooting experience a plus
- Marketing, public relations and/or communications experience a plus

### Financial & Human Resources Responsibilities:

- Weekly input and oversee Accounts Payable process and deposit process.
- Perform bi-monthly payroll including employer tax payments and benefit administration.
- File 941's quarterly and process W-2's annually.
- Complete bank reconciliations for the church's asset accounts monthly and produce financial statements for the church's administrative committees and staff.
- Assist the administrative committees and staff compile annual budgets.
- File with the pastors and their staff necessary Conference and District reports.
- Assist in meeting preparation, participate in scheduled meetings and keep records for Church Council, Trustees, Finance Committee, Staff Parish Relations Committee, Permanent Endowment Committee and Higher Education, Outreach & Scholarship Committee.
- Keep staff connected through weekly staff meeting communications and monthly lunches.

### Other Responsibilities:

- Oversee communications strategy coordinating with the Sr. Pastor, Communications Specialist and consultants. Oversee execution from draft through publication.
- Serve as contact person for the IT managed services contract.
- Oversee facility maintenance with Trustees' direction. Secure proposals for maintenance repairs or services with the Maintenance Technician for Trustees evaluation.
- Ensure appropriate staff coverage for the church during business hours.

### Administrative:

- Actively participate in meetings with staff, Church Council, and other committees for goal setting, communicating, coordinating planning, and training participants.
- Follow the church's policies and procedures and participate in formulation or revision of needed structure for the vitality of the church.
- Supervise Financial Secretary, Receptionist, Communications Specialist, Facilities Staff, and volunteers.

**Applications/resumes being accepted until the position is filled by mail or email to Jill Warner, Financial Secretary, [jillwarner@lancasterfumc.org](mailto:jillwarner@lancasterfumc.org). Please include three professional/personal references.**