

# Community Church of Durham

## Position Description – Business Administrator

### **Function of the Position**

The Business Administrator will provide business and finance support services for the church by managing financial transactions, managing contracts and interactions with vendors, developing necessary Federal, State and Local tax reporting documents, and supporting budget development and monitoring in conjunction with the Stewardship Ministry, and coordinating activities of the Building Manager (when the position is filled).

### **Characteristic Duties and Responsibilities**

The Business Administrator will work closely with the Stewardship Ministry in areas of financial management, vendor contracting, required reporting, and budget development and monitoring. The balance between near-independent responsibility and support for the Stewardship Ministry will naturally vary depending on the expertise of the Business Administrator and membership of the Stewardship Ministry.

#### **1) Financial Management**

- a) Receive, deposit and account for, in appropriate categories, all monetary contributions, income and other receipts.
- b) Record all the ECHO bank deposits and credit card transactions. Pay any of the ECHO expenses or charitable contributions. Make a monthly transfer of funds to Friends in Action. At the end of the month, provide a monthly accounting to the ECHO Steering Committee.
- c) Review, process the payment of, and account for, in appropriate categories, all authorized financial obligations, including contributions made by Community Church for charitable purposes.
- d) Maintain records of pledge payments and other financial contributions made to Community Church by individuals, manage reporting on donations to those individuals, and provide appropriate receipts for Income Tax purposes.
- e) Oversee and periodically ensure adequate insurance coverages including general liability, multi-peril, and worker's compensation. File claims as necessary.
- f) Maintain and monitor checking accounts, savings accounts, brokerage accounts, other investment accounts, and credit card transactions as appropriate for the financial activities.
- g) Develop, execute, and ensure compliance with lease agreements for long-term building partners/tenants.
- h) Attend monthly Stewardship Ministry meetings.

#### **2) Vendor Contracting, Scheduling and Oversight**

- a) With assistance from the Building Manager or a representative from the Stewardship Ministry (in the absence of a Building Manager), develop, oversee and confirm deliverables from vendor contracts, including contracted services providers (e.g. cleaning, snow removal, life-safety maintenance (e.g. fire alarm and elevator), scheduled building and equipment inspections, or any contracts for maintenance/building improvement work and serve as the point person for invoicing and payment for services. All contracts for energy

suppliers, communication services (Internet, mail, and phone), and trash removal will be the responsibility of the Business Administrator.

### **3) Reporting**

- a) Prepare and process all reports, returns and other communications, as required by state and federal authorities, with respect to wages, withholding and other payroll matters.
- b) Prepare and process state and federal Income Tax returns, as appropriate.
- c) Prepare and process all informational returns required by federal taxing authorities.

### **4) Budget Development and Monitoring**

- a) Assist in the preparation of budgets and provide periodic reports as to income and expenses, assets and liabilities, status of fund accounts, and other financial matters.

### **Anticipated Core Effort and Benefits**

This position is a part-time, 18 hours per week, 12 months per-year position. Salary will be outlined in an Employment Agreement; the church will withhold applicable taxes, pay the employer's share of Social Security and Medicare taxes, and any other benefits required by law (e.g., workman's comp). The employee will be eligible to earn 3 hours of vacation time (1 3-hour day) plus 3 hours of sick time for every month worked during the first 3 years of employment. After 3 years, vacation accrual will increase to 4 hours vacation for every month worked. Vacation time will carry forward from year-to-year up to a maximum of 90 hours. Maximum vacation payout at termination of employment will be 90 hours. Sick time can be applied to bereavement leave, family leave and maternity/paternity leave following guidelines established by the Stewardship Ministry and will carry forward from year-to-year up to a maximum of 360 hours. There will be no payout for sick days at termination of employment.

### **Reporting and Performance Review**

The Business Administrator will report to the Senior Minister and the Stewardship Ministry. The Personnel Committee, in consultation with the Senior Minister and the Chair of the Stewardship Ministry (or a designee), will be responsible for the annual performance evaluation of the Business Administrator. Reviews will occur during the October/November time to inform status and compensation decisions for the upcoming church year (January-December).