



## Church Business Administrator

### Position Overview:

The Church Business Administrator supports the mission and ministry of the church by overseeing financial management, administrative operations, human resources, secretarial duties, and communications. This role ensures the efficient stewardship of resources, facilitates smooth office operations, supports clergy, staff, and committees, and manages internal and external communications.

**Reports to:** Pastor and Leadership Team

### Key Responsibilities:

#### Financial

- Maintain all financial records, including ledgers, payroll, bank accounts, and budget tracking.
- Process accounts payable and receivable, including timely payment and financial reporting.
- Coordinate with the Leadership Team to develop, monitor, and report on the church budget.
- Process payroll and manage tax filings, including W-2s, 1099s, and other reports as needed.
- Oversee electronic giving systems, and donation tracking in coordination with Financial Secretary.
- Prepare monthly and annual financial reports for church committees and ministries.
- Ensure compliance with financial policies, audits, and reporting requirements.
- Resource the Leadership Team, Trustees, and other ministry teams regarding financial matters, including attending meetings as needed.

#### Administrative

- Oversee office operations, ensuring an organized and welcoming office environment.
- Maintain and update church database and other records, both physical and digital
- Oversee church calendar, facility scheduling, and contracts with vendors and service providers.
- Order and maintain church supplies and ensure church equipment is functioning properly.
- Maintain personnel records, including payroll, and other employee records.
- Ensure adherence to Safe Sanctuary policies and other church personnel policies.
- Support the onboarding of new staff in collaboration with the Pastor and Leadership Team.
- Act as the primary administrative support for the Pastor, church staff, and church committees.

#### Communications

- Prepare correspondence, reports, and official church documents as needed.
- Answer phone calls, greet visitors, and provide assistance to church members.
- Prepare and distribute weekly bulletins, monthly newsletters, and special communications.
- Coordinate announcements and updates to keep members informed of church activities and events.
- Ensure branding and messaging consistency across church communications.
- Other duties as assigned by Pastor and/or Leadership Team.

**Qualifications:**

- Associates degree or higher, or equivalent experience.
- 3–5 years of experience in church administration, nonprofit financial management, or a similar field.
- Proficiency in financial software, Microsoft Office Suite, and church management systems.
- Strong organizational, leadership, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and uphold ethical financial practices.
- Understanding of United Methodist Church governance and financial procedures is a plus.
- Friendly, supportive and able to develop working relationships with staff and members.
- Able to work in a team/collaborative environment.

**Terms of Employment:**

- 30+ Hours per week (flexible)
- Salary commensurate with experience (starting range \$30-35,000)
- Benefits include paid time off, professional development opportunities, and retirement contributions.
- Background check required prior to employment.
- Occasional evening and weekend hours may be necessary for meetings and special events.

Interested candidates should submit a cover letter and resume to:  
Rev. Peter Borhauer - pborhauer@firstchurchnewark.org