

**JOB TITLE:** Business Administration Director

**EMPLOYER:** West University United Methodist Church (“WUUMC”)

**REPORTS TO:** Senior Pastor

**DIRECTLY SUPERVISES:** Accounting/other staff performing business functions (2 to 4 staff)

**JOB STRUCTURE:** This position can be structured with a mutually agreeable Work Week, as a Salaried or Hourly Position, and with Benefits available to the successful candidate.

**SALARY RANGE:** \$50,000 - \$70,000 for a 40 hour week, with Benefits, and commensurate with experience. Per job structure comments above, we are open to structuring compensation and work arrangements in other ways consistent with a qualified candidate’s needs.

**JOB SUMMARY:** The incumbent is responsible for all areas of Business Administration within the Church. Work is performed with support and liaison with Senior Pastor, the WUUMC Finance Committee, WUUMC Board of Trustees, WUUMC School, WUUMC School of Fine Arts and WUUMC Board of Stewards. Responsibilities include, but not limited to, Accounting and Accounting-related functions including Banking, Insurance, Treasury, Enrollments, and Membership records. In performance of duties, incumbent should be, or become, familiar with the policies in the UMC Book of Discipline and work with local UMC Administration for providing Church records.

**PERSONAL ATTRIBUTES:** This position requires good interpersonal skills, supervisory skills, the ability to function independently , and with others within small groups.

**RESPONSIBILITIES:**

- Ensure timely and accurate recording of all operational and financial transactions for the Church including the WUUMC School, Boy Scouts, and Church-sponsored activities open to the local community.
- Perform a last review and finalize all entries for each closing. Ensure timely payroll and payables processing and Balance Sheet entries.
- Ensure these monthly and periodic processes are in compliance with current regulations and internal policies. This will involve working with Church staff and outsourced entities related to UMC guidelines, non-profit entity guidelines, and tax matters, among others.
- Prepare, distribute, and review applicable reporting as required for internal, state, federal, tax, or other entities.

- Ensure sound policies and procedures are followed by staff; recommend and participate when needed in revising or implementing new policies and procedures in conjunction with Senior Pastor and the WUUMC Finance Committee.
- Prepare initial drafts of the annual budget in conjunction with Church staff. Review and revise budget for acceptance with Church Leadership.
- Oversee and manage any internal and/or external audits, reconciliations, or financial reviews as required or recommended.
- Liaison with Church staff and any external service providers with respect to Church IT needs and for Church Financial and Management software.
- Participate along with other Church Staff as required for Church committee meetings - generally this will be the WUUMC Board of Stewards, WUUMC Finance Committee, WUUMC Foundation, and WUUMC Board of Trustees.
- Monitor Church Risk Management policies and insurance coverages for Property, Staff Related, Umbrella Liability, and others. Work directly with Brokers when renewals and/or other updates are needed. Liaison with WUUMC Finance Committee, WUUMC Board of Stewards and WUUMC Board of Trustees for renewals, premium revisions, and other matters involving required decisions.
- Ensure Contracts, Subscriptions, and external work programs with Church providers are administered, reviewed, and referred for approval and signature by the appropriate authority in the Church.
- Ensure the Church and various Church departments maintain archives consistent with Records Retention needs.

**EDUCATIONAL REQUIREMENTS:** A Bachelor's Degree in Accounting or other Finance-related degree is preferred. A CPA, or other applicable professional certification is a preferred credential.

**WORK EXPERIENCE:** Comparable work and supervisory experience is expected. Prior experience in a Church environment or non-profit environment is preferred. Candidates considered for an offer of employment will be required to submit to a background check.