*Job Posting*

Business Administrator

**Date:** November 13, 2022

**Please submit resume and list of three references that includes at least one supervisor to** [**jennifer@stjohnsaustin.org**](mailto:jennifer@stjohnsaustin.org)

**Hours per week:** Full time, benefits eligible. Work schedule will be determined in consultation with Senior Pastor. Significant on-site presence is expected.

**Purpose of the Position:** Provide leadership and oversight to all business functions of the church including finance, facilities, communications, IT, and human resources. Budget authority over administration, facilities, communications, and finance, and administrative-level assistance over human resources budget.

Position reports directly to the Senior Pastor and supervises the Facility Manager, Financial Secretary, and Communication Coordinator. Serves as staff liaison for Finance Committee, Endowment Committee, and Board of Trustees.

**Position expected to participate in monthly meetings**: Church Council, Finance, Trustees, and Staff-parish Relations Committee and Endowment as needed

**Job Responsibilities:** Provide oversight of all aspects of the church finances including contributions, payroll, general ledger, accounts receivable, bank reconciliation and finance and tax reporting. Follow finance and tax policies and procedures as required by the Book of Discipline and the Internal Revenue Service, as well as ensuring all tax deadlines are met. Work with the communications coordinator to develop effective communications. Work with Facilities Manager to ensure computer hardware and software applications support the church’s IT needs. Knowledgeable about labor laws. Handle worker compensation claims, and report to proper authorities. Coordinate agenda and attend weekly staff meetings. Safeguard legal and confidential documents. Retain records in accordance with the Book of Discipline, IRS guidelines and human resource guidelines. Assist the Grace Garden preschool director in the areas of finance, budgets, policies, and building use. Prepare forms and reports for annual charge conference and annual reporting to the Rio Texas Conference. Work with internal staff as well as outside groups with scheduling events on the church grounds.

**Required qualifications:** Proven experience successfully supervising employees. Proficiency in accounting software. Experience preparing financial reports. Experience analyzing and communicating financial information for different audiences. Experience working on human resources functions. Collaborative work style in a team environment. Proven interpersonal skills with experience providing complex administrative support with tact, diplomacy, and ability to maintain strict confidentiality.

**Preferred qualifications:** Work experience in church administration including managing membership management platform. Experience working in United Methodist Church.

*Saint John’s UMC is a vital congregation in north central Austin. We are creating a community where God’s love changes people and God’s people change the world. We honor your experiences, perspectives, and unique identity.*