



TITLE: Church Business Administrator (CBA)

CLASSIFICATION: Full-Time Salaried (\$45,000 - \$60,000 depending on experience)

HOURS: 40 hrs/week (Primary office hours are Monday through Friday however, this is a dedicated service and will require attendance at various meetings outside of normal hours. By mutual agreement with the Senior Pastor, the CBA may be allowed to maintain a somewhat flexible schedule. Attendance is required at weekly staff meetings, monthly Board meetings, Finance Committee meetings, Annual Corporate meetings, Sunday Worship Services, and other meetings as needed.)

REPORTS TO: Senior Pastor and Joint-Board

FUNCTION:

- 1) Responsible for the efficient administration of the business matters of the church, working with leadership, ministries and staff to achieve the objectives of the church.
- 2) Responsibilities include overall management of the daily operations of the Church Property, Human Resources, Finances & Payroll, Facility Leases, Property Maintenance, Purchasing and Equipment Leases, Insurance, Security, and Information Technology.
- 3) The CBA should be mature in the Christian faith, of the highest level of integrity; have a good working knowledge of financial practices and procedures, and experienced in faith-based financial accounting and management.
- 4) The CBA must be able to maintain professionalism, discretion and confidentiality.

JOB DUTIES:

1) General Duties:

- A. Should have a thorough knowledge of church government and organization for Church By the Side of the Road.
- B. Develop a thorough knowledge of the Pastor's vision and plans and those of the Official Board and committees in the church.
- C. Manage all business affairs of the church in direct liaison with the Pastors, Official Board Members, Committees, Ministries; endeavor to maintain good rapport with them at all times.
- D. On-call and weekend duties may be required, as needed and directed.
- E. Any other duties as assigned by the Pastor.

2) Finance:

- A. Work closely with the Finance Committee in establishing budgets and raising necessary funds for church expenses and programs.
- B. Review all expenditures of church funds and monitor correlation to church budget guidelines.
- C. Work with the Finance Committee in developing and implementing long-range financial programs, including funds through the use of Wills, bequests, endowments, special gifts, etc.
- D. Oversee the collection, processing, depositing, recording and disbursement of all church monies in accordance with established accounting principles and policies of the church.
- E. Oversee all banking transactions and maintain accurate and up-to-date computer records of all financial transactions.
- F. Manage all church banking and investment accounts.
- G. Assist church members and other visitors as needed.

3) Accounting:

- A. Prepare and distribute quarterly and year-end Giving Statements.
- B. Manage all accounts payable, accounts receivable, payroll and tax liabilities.
- C. Issue credit cards to appropriate staff and maintain oversight of their use and transactions.
- D. Provide for and maintain supervision of a petty cash fund.
- E. Arrange for and oversee all insurance coverage including General Liability, Auto, Medical and Dental.
- F. Oversee the 403b retirement plan.
- G. Oversee the preparation of all tax filings for the church and make sure all IRS and governmental obligations are met.

4) CBSR Board & Committees:

- A. Serve as the designated Chairman of the Deacon Board on behalf of the Pastor.
- B. Serve as a liaison to the Deacon Board on behalf of the professional staff and Senior Pastor.
- C. Prepare agendas for Board meetings and Finance Reports for Annual Corporate Meetings.
- D. Assist the Chairs of all Deacon Board Standing Committees by serving as an advisor and representing the Pastor when necessary.
- E. Assist the Board and Committees in establishing, implementing, reviewing and revising policies pertaining to their areas of responsibility.
- F. See that Board policies and standards are adhered to and that all church actions are in accordance with the CBSR Constitution and Bylaws.
- G. Assist the Secretary of the Corporation in maintaining all records, membership lists, deeds, property and tax information, etc., in an orderly and accessible manner.
- H. Keep abreast of all laws and regulations affecting the church on behalf of the Deacon Board.
- I. Serve as the Chairman and facilitator of the Deacon Nominating Committee.

5) Property & Equipment:

- A. Coordinate with the Trustees, Property Committee and the facility maintenance personnel to provide for property maintenance, security and repair of all buildings, equipment and property owned by the church and maintain all church property in good condition.
- B. Authorize necessary repairs to be done in the most economical manner and within the limitations of the church budget.
- C. Report to the Senior Pastor and Deacon Board any extraordinary maintenance required and make recommendations for action to be taken.
- D. Direct facility maintenance personnel to keep the church buildings and grounds maintained to a high standard of cleanliness and in good repair.
- E. Coordinate & communicate with groups or organizations approved to use our buildings or grounds.
- F. In coordination with the Property Committee, develop procedures and rules for groups using our property and see that rules and procedures are followed.
- G. In coordination with the Property Committee, maintain an accurate list of all equipment, such as furniture, fixtures, office equipment, etc.
- H. Stay current on all laws and regulations affecting the church and our property.
- I. Monitor and oversee activities at the church for compliance of non-profit requirements.
- J. Serve as the central purchasing agent for all supplies and equipment for the church.
- K. Monitor the church security system and see that the building is being secured properly.
- L. Keep all keys secure and maintain a current "Key Check-Out List".
- M. Responsible for all maintenance and repair of building and kitchen equipment.
- N. Maintain current instructions, maintenance contracts, warranties and servicing information for all church-owned equipment.

- O. Assist in negotiating the best deals with vendors and contractors; review contracts and performance of contractors and vendors.
- P. Responsible for supervising hired contractors to assure their work is done in a safe, timely, wise and fiscally prudent manner, according to the contract and in a least disruptive manner. Be sure all governmental permits have been secured and are honored.
- Q. Responsible for maintaining weekly scheduling of thermostats in church building.
- R. Oversee volunteers and management of our Community Garden.

6) Personnel:

- A. Work with the Personnel Committee to develop and maintain a current Policies & Procedures Manual detailing rules, duties, functions, privileges, etc. for all personnel.
- B. Keep Deacon Board and staff informed of all personnel policies and benefits such as medical and dental coverage, vacation and sick leave, and retirement programs.
- C. Have a familiarity with all staff positions in order to intelligently recommend salary adjustments, promotions, etc.
- D. Hire and supervise the Custodian, Security and Kitchen Coordinator positions.
- E. Recruit, train and supervise volunteers, as needed.

MINIMUM PERSONAL REQUIREMENTS:

1. Born-Again relationship with Jesus Christ.
2. Must have an attitude of genuine caring for the congregation, staff and guests.
3. Maintain a positive attitude at all times and poise under pressure.
4. Maintain a cooperative team spirit with staff, volunteers and congregation.
5. Demonstrate a willingness to learn new tasks and functions.
6. Exhibit a "whatever it takes" attitude and a standard of "excellence".
7. Must maintain excellent attendance record and be of good health. Make every effort to schedule doctor and dentist appointments during personal time.
8. Have excellent command of English composition and punctuation.
9. Be familiar with CBSR's theology, philosophy and history.
10. High School Diploma or G.E.D. and college degree or equivalent experience
11. Understanding of Windows and all Windows-based Office Programs (e.g. Word, Excel, Publisher, PowerPoint, and Outlook) and also use of the Internet.
12. Personal dress and appearance appropriate to the business and ministry of the Church.
13. Regular church attendance at CBSR is required.
14. Membership at Church By the Side of the Road is required.
15. Commitment to personal loyalty for the Senior Pastor, each member of the Pastoral and Executive Staff, Ministry Leaders and Joint-Board.
16. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
17. Personal integrity and self-motivation in the fulfillment of ministry.