

THE FIRST CHINESE CHURCH OF CHRIST IN HAWAII

BUSINESS ADMINISTRATOR JOB DESCRIPTION (Salary range between \$47,000 to \$54,000 including benefits)

March 2016

INTRODUCTION.

The BUSINESS ADMINISTRATOR is a full-time staff position under the supervision of the Senior Pastor. This position provides professional staff support to the Pastors, their staff, the moderator and church board, Pre-school, and other leaders of the church. The Business Administrator is expected to take the lead role in providing the daily operational supervision of the material and business aspects of the church. In this position, he is responsible to develop systems, methodology and procedures, as well as manage the resources and services necessary for the effective and efficient operations of the fiscal and business aspects of the church. This position shall have knowledge of word processing, spreadsheet and the various functions of the Internet.

Some services that the Business Administrator performs include:

1. Administer payroll, leave records, benefit package, and related tax reports for all paid staff.
2. Maintains a system of accounts and insures payment of all expenditures.
3. Oversees procurement of all supplies and equipment.
4. Coordination of grounds and facilities.

DESIRABLE QUALIFICATIONS AND SKILLS. To fulfill this role, the Business Administrator should possess the following qualifications and skills.

1. A minimum of two (2) years college/business school with a background with courses of study in management, business administration and/or accounting is preferred.

2. A minimum of three (3) successful work experience in areas of accounting, fiscal and materials management and procurement or related fields and supervisory experience.
3. Demonstrates a broad understanding of the principles, methods, and techniques in dealing with organizational methods, funds and people and other resources.
4. Have the ability to apply supervisory skills to solve practical problems of the fiscal/operations areas of the church; to coordinate the administrative support services with volunteers.
5. Have good interpersonal and communication skills ie. Have the ability to listen, have empathy, to verbalize and to write well.
6. Possess a true love of the Lord. Should have an understanding of a positive enthusiasm for the work of the church; should be supportive of every member of the Body of Christ and maintain confidentiality to all issues related to the church.
7. Able to work with the administrative assistant, pastors, board members and committees as a team. If there are any questions in the areas of duties and responsibilities, it shall be mutually determined under the over site of the pastoral staff.
8. In good health, neat and clean in appearance and generally acceptable in meeting the public and representing the church.

DUTIES AND RESPONSIBILITIES

1. Take a full-time, active, leadership role in developing systems, methodology and procedures as well as managing the resources and services necessary to the effective and efficient operations of the fiscal and business aspects of the church.
2. Provide support to the Church Treasurer and Church Accountant in the fiscal management of the church including maintenance of the accounts, review and processing of expenditures, budget formulations and data for the treasurer's regular financial reports. The financial report to include balance sheets, statement

- of revenue expenses and cash flow. This will include complete record keeping and reporting of the church's investment portfolio.
3. Conduct and coordinate the purchasing activities for the church, its organizational and affiliated units with input from pastoral and administrative assistant staff.
The board must approve major purchases of over \$500.00.
 4. Establish and maintain current and accurate inventory of the church assets, equipment and supplies with the help of the administrative assistant and custodial staff.
 5. Provide staff support to the Church Board Building and Grounds Committee in the administration, management and maintenance of the church's building, grounds and facilities.
 6. Assist the Church Board in studies related to management methods, organizational procedures, and manpower and space requirements as needed.
 7. Coordinate, with the Pastoral staff, all request and scheduling in the use of all the church facilities. Regulate the use of the facilities to insure that all entities using the facilities adhere to and are in compliance with the rules and regulations governing the use of the facilities.
 8. Supervise and maintains a security program for all church buildings, equipment and facilities.
 9. Supervise and work with all paid non-pastoral staff and Pre-school Director to coordinate a smooth operation of the Church office functions and the utilization of the Church's facilities and equipment.
 10. Able to equip and train volunteers and support staff in the areas and programs under his jurisdiction. This includes providing support functions for the Church Board, the Pastoral staff and other leaders of the church with logistical and other staff support services associated with meetings, workshop, retreats conferences seminars and other group activities.
 11. Work with the Administration Committee to plan, develop and coordinate its goals.

12. Meet and communicate regularly with all Pastoral and lay staff and Committees to assist coordinating their activities and support them in their assigned areas of responsibilities.
13. Arrange for and make periodic performance review for non-pastoral staff members.
14. Perform all other related duties as may be required and mutually agreed upon.

PERFORMANCE REVIEW. The Senior Pastor will conduct an annual performance review in conjunction with the current job description and pre-determined goals. The results of such review will be the basis for recommendations for merit salary increases as recommended to the board Administrative/Personnel Committee.

COMPENSATION AND TERMS.

1. Term- The Church agrees to your services to be effective on _____ and will be extended annually, subject to an annual review.
2. Base Compensation– The Church agrees to pay _____, per month, payable on a bi-weekly basis.
3. Pension- After the first full year of employment, the Church agrees to pay to the Pension Board of the United Church of Christ, 6% of your base pay.
4. Medical- Pay the single person staff medical coverage.
5. Vacation and Sick Leave – You will be granted one (1) vacation day per month worked, after the first full month of employment. You may accumulate up to 30 days of vacation. You will have sick leave granted at one (1) day per month worked, after the first full month of employment. You may accumulate up to 30 days of sick leave. Please refer to the TFCCCH Policy and Procedure manual for further details.