



# ST. PETER'S LUTHERAN CHURCH

## Church Operations Administrator

### **Part-time Position Summary:**

The Church Operations Administrator is responsible for coordinating the business affairs of the Church in the areas of Church facilities management, the administration of the financial accounting and reporting system, operations administration including database maintenance, and any other administrative functions necessary to support the work of Church leadership. This position coordinates and consults with Treasurers, Financial Secretaries, Pastors, staff members and ministry leaders.

### **Position responsibilities:**

#### **Church Facilities Management: supervised by Pastors**

- Administer facilities usage in line with Church mission priorities, ensuring that Certificates of Insurance are current and that the Building Use Policy is followed.
- Communicate and coordinate with vendors and property custodian on addressing ongoing property needs.
- Make prudent choices regarding the purchase of equipment, goods and services in accordance with the budget.
- Maintain records of memorial garden, columbarium, bricks, etc.
- Interact with Eversource relative to the application of energy credits.
- Coordinate the custodian's weekly work assignments and oversee facility set-up for functions.
- Administer the Church key distribution and retention system.

- Oversee church fixed assets and order office, custodial and worship supplies as needed.
- Interface with Office machine vendors as needed and negotiate office equipment leases/purchases.

## **Finance and Accounting Administration: supervised by Treasurer**

### Accounting

- Budgets
- Accounts Payable
- Cash Receipts
- Database Lists
- Independent Contractors
- Cash account and credit account reconciliations
- Pass Through account
- Petty cash system

### Payroll

- Administration
- Time tracking
- Legal filings and payments
- Workers Compensation audit

### Other Financial Administration

- Prepare and distribute reports
- Security and Passwords
- Inventory records

Assist Treasurer and Financial Secretary as requested

## **Operations/Technology Administration: supervised by Pastors**

- Serve as administrator of the Church management software systems and equipment, ensuring data integrity, software

updates, and proper employee and Church member access and security to data. Arrange for training of employees on the software. When necessary, evaluate other software systems for upgrade or change.

- Manage phone system hardware and software, including upgrades

### **Position Qualifications:**

- Associates degree in accounting or business, or the equivalent work experience
- Work experience in facilities administration desirable
- Knowledge of office computer technology, hardware, and software and experience with Microsoft Office applications
- Experience in non-profit bookkeeping or accounting preferred
- Experience in payroll administration
- Strong experience and skills in accounting software; QuickBooks Online preferred
- Demonstrated experience and skill with digital document management and electronic communication
- Excellent interpersonal, verbal, and written communication skills and demonstrated ability to work collaboratively
- Ability to maintain confidentiality of church interactions and matters

### **Compensation, Benefits, Hours:**

- Compensation commensurate with work experience
- Paid time off
- Hours: 15 hours a week

To apply send a letter of introduction and resume to Rev. Tiffany Nicely Holleck at [stpeterhar@gmail.com](mailto:stpeterhar@gmail.com)