

**FIRST PLYMOUTH CONGREGATIONAL CHURCH  
JOB DESCRIPTION**

<b>POSITION TITLE</b> Director of Administration	<b>JOB CLASSIFICATION / GRADE</b> Full-time
<b>REPORTS TO</b> Senior Minister/Chief Mission Officer	<b>EXEMPT</b> X <b>NON-EXEMPT</b>
<b>JOB DESCRIPTION DATE</b> September 2018	

**POSITION PURPOSE:**

To support and facilitate the church’s mission through efficient and effective management of the church’s business operations in the following areas: finance, legal, human resources, IT, communications, marketing and facilities.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

**Directs the financial affairs of the church, in accordance with normally accepted business and accounting practices, to ensure its fiscal stability and its compliance with all applicable policies and regulations, internal or external to the church:**

*Financial Management and Internal Controls*

- Works closely with the Treasurer/Finance Committee Chair in managing all church financial assets and liabilities through regular assessment of pledge receipts, budget analysis and investment results and opportunities.
- Manages cash flow to balance interest earned and immediate cash needs.
- Monitors the ongoing compliance with bank requirements pertaining to indebtedness and/or account relationships.
- Maintains accounting and financial procedures manual.
- Understands and enforces policies and procedures governing internal controls and the use of designated funds.
- Prepares annual compensation review and salary pool recommendations.
- Manages vendor contracts.
- Negotiates rental of building space by non-church organizations.
- Approves or obtains approval for all bills.
- Signs all contracts for or on behalf of the church. Contracts in excess of \$5,000 require a second signature by one of the church officers.

*Bookkeeping*

- Maintains and updates chart of accounts, project codes, and purpose codes.
- Supervises recording of pledge payments and other receivables into correct accounts.
- Supervises coding of expenses into correct accounts.
- Ensures proper documentation and audit trail for all receipts and expenditures.
- Creates and disseminates monthly financial reports to staff, council, ministries and committees.
- Prepares special financial reports as requested.
- Ensures the accuracy, timeliness, and usability of tax statements for donors.

### *Budgeting*

- Prepares annual budget summaries and data required for budgeting process; functions as central point of compilation and analysis for the budget.
- Manages the detailed Business Administration Team budget .

### **Manages the IT system to support uninterrupted staff productivity and appropriate Internet access and presence.**

- Performs basic maintenance and update functions for work stations and server.
- Performs basic maintenance and update functions for accounting and membership data base software.
- Manages and trouble-shoots e-mail system and accounts.
- Serves as first point of contact for staff computer and e-mail usage issues.
- Oversees development, maintenance, and updating of church web site.

### **Functions as the Personnel Manager, ensuring appropriateness, consistency and accuracy in all matters related to employment at First Plymouth.**

- Supervises payroll preparation and recordkeeping, working with the contract payroll processing company as necessary.
- Maintains individual employee personnel records, including performance evaluations, attendance records and other appropriate information.
- Manages staff benefits: health and dental insurance, life insurance, vacation and sick leave and study leave.
- Maintains Employee Handbook; makes needed policy change recommendations to the HR Committee.
- Ensures the understanding and consistent application of personnel policies.

### **Supervises office and facilities management staff, ensuring excellent administrative support to mission delivery at First Plymouth.**

- Creates and maintains a culture of customer service in the office and facilities management staff.
- Facilitates internal staff planning, including job descriptions and work flows.
- Sets performance goals and measurements for office and custodial staff (in partnership with each staff member).
- Documents performance results in annual formal performance review for each staff member.
- Conducts regular staff meetings.

### **Supervises the production of accurate, timely and creative internal communications, including the newsletter, worship bulletins and other congregational mailings.**

- Assures timely preparation and printing of weekly worship bulletins and inserts
- Assures timely preparation and printing of special worship bulletins and congregational mailings
- Oversees monthly newsletter preparation and mailing on a timely basis
- Oversees configuration of newsletter for monthly electronic delivery
- Oversees management of electronic newsletter delivery address list

### **Provides active administrative support to the congregation, its Council, Committees and Ministries.**

- Supports Church Clerk in maintaining all church records.
- Maintains church master calendar.
- Maintains master files of ministry and committee minutes.
- Provides office interface guidelines for all ministries and committees.
- Responds to requests for information and support with timeliness and accuracy.
- Responds to special facilities requests from the congregation and other building users.
- Provides staff support for congregational planning and program activities.
- Functions as primary staff participant with the Business Administration and Mission Teams, Human Resource, Finance and Endowment Committees and with the First Plymouth Foundation.
- Works closely with Memorials Committee on requests for use of funds and provides monthly accounting of all memorial contributions received and disbursed.

**Manages the church's facilities and grounds to ensure their on-going and long-term functionality, cleanliness, safety and attractive appearance.**

- Oversees acquisition and maintenance of all office and building equipment.
- Establishes and maintains a long-term maintenance and capital replacement plan.
- Supervises the ordering of office and custodial supplies and equipment purchases.
- Manages Memorial Garden contracts, upkeep, and inscriptions.

**Other business management duties as needed and/or assigned.**

**Supervises Director of Children's Ministries, ensuring an excellent children's program at First Plymouth.**

**JOB QUALIFICATIONS:**

- General understanding of accounting and financial reporting principles
- Ability to use Microsoft Word, Excel, Publisher, and PowerPoint
- Knowledge of how to prepare and manage budgets
- General knowledge of computers and networks
- Leadership and team-building skills
- Uncompromising customer service focus
- Excellent language and communications skills, both spoken and written
- Ability to perform under the pressure of deadlines and constant interruption
- Ability to organize and prioritize a heavy and varied workload
- General understanding of human resource management: hiring, firing, benefits, etc.
- Ability to climb ladders, lift up to 50 pounds, and reach and bend without difficulty
- Attention to detail
- Ability to attend early morning, evening, and weekend meetings
- Ability to proactively identify problems and formulate appropriate responses
- Excellent research and data analysis skills

**Education and Experience:**

Education: A Bachelor's degree (Master's preferred) in a relevant field preferred.

Experience: Significant management experience within an organization of comparable size. Nonprofit experience a plus.

**TO APPLY:**

Please send your resume and cover letter to [editor@firstplymouthchurch.org](mailto:editor@firstplymouthchurch.org).