

Job Description

Background Information:

Job Title: Coordinator for Church Operations

Reports to: Senior Pastor, All Church Boards, Treasurer

Supervises: None

The main function of the Coordinator for Church Operations is oversight and management of the church facilities and finances.

Responsibilities

1. Serve as the point person/contact person for church operational inquiries and services.
2. Oversee the management of church property and equipment, including policies, cost, leases, etc.
3. Communicate with the church custodian and Board of Trustees to ensure that the needs of the church and church owned properties are addressed.
4. In conjunction with the Board of Trustees, project future capital needs of the church at least 6-12 months in advance and obtain bids for projects and repairs.
5. Interface with inspectors, insurance representatives, contractors, etc. as necessary.
6. Coordinate with all church boards and committees as to their supply needs and facilitate purchase of the same.
7. Look for and report possible efficiencies in expenses (purchases) to Trustee Board, other church boards, the Treasurer and/or Senior Pastor.
8. Submit time sheets for all staff to the pastor for review.
9. Provide budget pre-preparation numbers, accounts and information as requested by budget committee.
10. Prepare and post bank deposits from the non-contribution receipts
11. Assign and maintain envelope numbers and records.
12. Enter contributions to appropriate fund
13. Respond to inquiries (giving statements, reimbursement requests, payment requests).
14. Submit all bills, reimbursement requests, and invoices to treasurer for review and approval.
15. Print and distribute statements to members, committees, boards, and individuals as requested or required.
16. Disburse congregational giving payments (Benevolences, ECC, Central Conference, etc.); Disburse special offerings as directed.
17. As directed by Treasurer, pay invoices/bills and post all payments and transfers made on-line.
18. As directed by Treasurer, submit contributions, health insurance etc. per schedule.
19. Coordinate payroll. (Submit time sheet for approval to pastor, submit approved figures to payroll company, distribute pay checks/stubs, post payroll transactions, provide paperwork to set up new

employees and ensure that deductions for insurance are correct, make necessary adjustments for pay increases, position changes, review paystubs with employees as needed.)

20. Close year by Jan. 15th
21. Maintain and update all accounts in church software computer program.
22. File invoices, bills, payment records in organized file system.
23. Make adjusting journal entries including all scheduled transactions (i.e. preschool custodial).
24. Close month and submit reports to treasurer by the 5th of the month.
25. Conduct all financial transactions as instructed and/or approved by the Treasurer or Board of Trustees.
26. Meet with church treasurer on a monthly schedule to discuss financial information
27. Attend Trustee meetings as a resource person when requested
28. Attend Budget Committee when requested
29. Attend Executive Council meetings when requested

Qualification/Basic Job Requirements

1. 2 years of Accounting experience/ bookkeeping experience
2. Some knowledge of facilities management.
3. Minimum of 2 years college, 4 year degree preferred
4. Excellent verbal and written communication skills
5. Commitment to the mission of the church
6. Computer skills (Microsoft Office, Excel, Apple applications of same, ACS)
7. Self directed.

Hours:

This is a 20hr/wk part-time position.