

Pittsburgh Presbytery

Position Description – Business Administrator

ACCOUNTABILITY

Supervised by Pastor to Presbytery, with annual performance appraisal.

PURPOSE

To serve Pittsburgh Presbytery by managing the execution of presbytery's business, property, and financial affairs, and supervising related support staff.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assure that accounting and data records of Presbytery's operations accounts and the Presbytery Foundation are current and in good order, providing reports regularly as requested by presbytery staff and committees.
- Prepare preliminary budget recommendations for administrative area, and assist Pastor to Presbytery in preparation of the general budget as requested.
- Coordinate purchasing and maintenance of all office equipment, furnishings, and supplies.
- Coordinate IT development, maintenance, and usage with staff and contractors.
- Research, prepare, and sign financial commitments and contracts as requested by program staff and presbytery committees.
- Annually review the adequacy of presbytery's insurance coverage.
- Assure proper administration of staff payroll, including tax compliance and Board of Pensions participation and interpretation.
- Coordinate use and maintenance of presbytery offices, including janitorial services.
- Maintain updated personnel records of presbytery staff.
- Supervise and annually review the work of office receptionist and financial secretary.
- Monitor per capita contribution compliance, and communicate pastorally with congregations when they contribute, and with those in arrears.
- Attend meetings of Staff, Council, Pittsburgh Presbytery Foundation, and Council's Finance and Property committees.
- Perform other duties as requested by Pastor to Presbytery.

DESIRED QUALIFICATIONS AND CAPABILITIES

- Four-year college degree or equivalent, preferably in business-related field
- Six years experience in business administration, preferably in non-profit work
- Active participation in the life of a Presbyterian Church, and reasonable acquaintance with PCUSA theology and polity
- Must be bonded

- Knowledge of or ability to learn Microsoft Office and ACS software systems
- Working knowledge of financial, property, and endowment management

PHYSICAL AND MENTAL REQUIREMENTS

- Able to perform basic office tasks – seeing, hearing, keyboard use, talking
- Able to perform occasional light lifting, climbing, walking, and driving
- Strong math, writing, and speaking skills

NARRATIVE DESCRIPTION

The Business Administrator (BA) works with presbytery staff, committees, congregations, and congregation members to assure that all presbytery business is conducted according to the highest Christian and business standards. The BA regularly presents and interprets current financial reports to presbytery through its Treasurer. The BA insures that payroll and all expenditures comply with the presbytery budget, and interprets Board of Pensions benefits and requirements for the presbytery. The BA is responsible for maintenance of presbytery properties and basic purchasing for business and physical plant needs. The BA relates directly to members of presbytery as a representative of the Pittsburgh Presbyterian Foundation, and as the person who monitors, acknowledges, and solicits mission gifts and per capita contributions of presbytery congregations and members. The BA relates directly to all staff as their business needs require, and assures that all their IT needs are met expeditiously through contracted service with an IT support contractor. The BA directly supervises the financial secretary and receptionist, and is custodian of personnel files of all employees, along with all presbytery financial and property records. The BA sits with appropriate committees of presbytery – Council, Finance, Property, and Presbyterian Foundation – and attends weekly staff Bible studies, and further staff meetings and retreats as scheduled. The BA reports directly to the Pastor to Presbytery, and performs any additional tasks specified by the Pastor. In every aspect of work and public relations, the BA is expected to maintain the presbytery ethos of representing Christ well in all we say and do.