

Job Description
Director of Administration
9-12-22

This position is for the Director of Administration who will be a critical member to the East Liberty Presbyterian Church. This role will serve and strengthen ELPC congregational life and ministry by providing overall direction to the property, financial, community engagement, and business affairs of the church, and provide support of staff and volunteers involved in these ministries.

The Director of Administration (DOA) oversees the day-to-day financial, administrative, and human resource operations of ELPC. The DOA plays a critical role in the church's financial operations, overseeing budget as it relates to daily operations as well as some Capital Projects.

Job title: Director of Administration

Department: Administration

Work Location: On site - East Liberty Presbyterian Church

Salary information: \$50,000-\$65,000 This is a full-time, exempt position eligible for medical, dental, and vision benefits.

Reports to: Senior Pastor

Full-time

Exempt

Essential Functions and Responsibilities:

Oversight of Financial Operations:

- Will consult with the Bookkeeper who ensures that the church business office is well-organized and efficiently operated as it relates to financial matters and related record-keeping. This will involve a familiarity with and administrator status concerning the church's financial database (ACS for Windows) and payroll software (MinistryWorks and AssureForce).
- Consult with the Bookkeeper who has primary duties and responsibilities related to maintaining the General Fund and General Ledger, payroll, and other church funds; recording of all receipts and disbursements, updating journal entries, maintaining budget accounting, and preparing all monthly, annual, etc. financial statements
- Advise the Bookkeeper performing the church payroll functions which will include preparing bi-weekly payroll and compiling year-end reporting forms including, but not limited to: 1099 NEC and 1099R forms.
- Consult with the Bookkeeper for financial matters related to ELPC checking and money market accounts as well as processing the gifting of securities to ELPC.

Provide Organization and Leadership for:

- Serving as a member and resource to the Finance Committee
- Serving as a resource for the Centennial Fund trustees, providing reports and implementing actions determined by the Centennial Fund and/or Session
- Consulting with Bookkeeper and Finance Committee about budgetary and financial planning. to ensure a timely consideration and approval of the annual budget and adherence to budget directives
- Managing an annual audit of finances

Job Description
Director of Administration
9-12-22

- Managing of financial responsibilities related to Pittsburgh Presbytery, Board of Pensions, General Assembly, and other denominational entities
- Other duties as assigned

Human Resources

- Directly supervises the Bookkeeper and Administrative Assistant for Administration
- Organizing and implementing DEI training and support for all staff to ensure equitable hiring practices, providing an anti-racist work environment, conflict resolution support, and an ADA resolution advisor as needed
- Managing timelines and establishing a process for collecting all annual performance evaluations and support training around performance evaluations, as needed
- Reviewing staff policies and expectations such as periodic reviews of job descriptions to ensure they accurately reflect ELPC needs and staff realities and managing an annual review of the Employee Handbook, and ensuring that ELPC is in complete alignment with all compliance mandates by Federal, State, and local jurisdictions
- Updating the Administrative Manual
- Coaching around performance concerns to provide as-needed support for supervisors and staff as indicated by performance evaluations and on-going feedback
- Work with the Human Resources Committee to recommend additional professional development or training as needed
- Managing market assessments for salaries by leading regular reviews and conducting regular compensation benchmarking for new positions or new hires
- Reviewing compensation and benefits' options to provide the best possible benefits for staff
- Managing logistics of staffing (non-clerical) such as reviewing hiring documents, managing posting of roles and recruiting from sources to ensure a diverse pool of applicants, supporting screening processes as needed, securing all staff personnel files

Position Requirements and Qualifications:

- Bachelor's degree or equivalent
- 5 years of proven administrative, supervisory, human resources, and management skills
- Experience in accounting and related financial record keeping, including use of computer programs, is also preferred
- Experience working with external and internal constituents
- Proven ability to build and maintain relationships with a variety of individuals
- Strong project management skills
- Promoting Equity, Diversity, and Inclusion
- Comfortable working within a progressive congregation of the Presbyterian Church (U.S.A.)
- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large

Competencies:

- Able to work in a team and produce quality output under tight deadlines.
- Punctual, reliable and must have strong verbal and written communications skills
- Exceptional attention to detail, prioritization, and time management
- Technically proficient with MS Office applications and basic office equipment as well as ability to learn additional software and equipment as needed
- Commitment to creating an equitable work environment

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Physical Requirements:

- Must be able to lift and carry up to 20 lbs.
- Must be able to complete work that may include standing, sitting, reaching, and stretching

Disclaimers:

East Liberty Presbyterian Church is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, or sexual orientation.

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a zero-tolerance policy and this statement applies to all employees and applicants for employment and contractors.

Please send Director of Administration resumes and cover letters to: East Liberty Presbyterian Church, Director of Operations, 116 S. Highland Avenue, Pittsburgh, PA 15206-3911