

**Business Administrator Position
Presbyterian Church of Plum Creek**

Title: Business Administrator

Purpose: To provide administrative assistance to the minister and church boards and committees

Accountability: Accountable to the session and minister through the personnel committee and treasurer

Administrative Coordinator Responsibilities:

- Act as church receptionist
- Manage all incoming correspondence.
- Maintain all outgoing correspondence as directed.
- Serve as primary contact for all church contracts, credit cards, etc.
- Contact and schedule third party services as directed.
- Maintain the church's calendar for use of church facilities and programs
- Coordinate rentals of the church facilities
- Provide administrative oversight for the publication of weekly church bulletins, monthly newsletters, directories, annual reports to the congregation and denomination, Deacons, Session, and committee reports
- Maintain an email list and communicate as needed with the congregation through email
- Coordinate and program the electronic church sign as needed
- Prepare church correspondence for clerk of session, memorial committee, finance and stewardship committee
- Maintain, under the supervision of the clerk of session, the minutes and register of the session
- Assist in preparation of services for weddings, funerals, special church related events at the request of the minister
- Work with the clerk of session to maintain accurate records of church member participation and financial contributions for determining the church roll
- Maintain church file system, including mailing lists, attendance lists, Deacon, Session, and committee files
- Maintain weekly worship attendance
- Purchase supplies for the church as needed, e.g., maintenance, cleaning supplies, office supplies, and programmatic resources
- Distribute and manage keys to the church facilities

Financial Accounting (supervised by church treasurer) Responsibilities:

Responsibilities relative to the Church's budget, cash flow, and member giving

Weekly:

- Enter giving data including designated and general giving
- Pay invoices consistent with authorization process
- Bills which are of a monthly nature shall be paid directly. All others must be authorized by the signature of the appropriate committee chairperson or active session member responsible for the expenditure through an invoice with voucher. All payments must have proper documentation

Monthly:

- Maintain all church financial records
- Produce a report of the church's financial condition for the church treasurer to present to session
- Balance church checking accounts
- Prepare and distribute payroll
- Complete and submit required federal, state, and local tax returns and payments
- Establish and maintain a petty cash fund
- Update investment accounts from statements

Quarterly:

- Prepare and distribute year to date giving statements in coordination with the treasurer.
- Complete and submit required federal, state, and local quarterly tax returns

Annually:

- Participate with the finance and stewardship committee in the preparation of an annual budget.
- Produce the giving envelope number lists
- Work with the finance and stewardship committee to acquire and properly distribute giving envelopes
- Produce a year-end report of the church's financial condition for the annual meeting of the congregation and corporation in cooperation with Fin Stew
- Assist the clerk of session in the preparation of the annual statistical report for the denomination.
- Participate in all financial reviews of the church's financial records
- Prepare and distribute W2's and 1099's as required by law

Overall Qualifications:

- An appreciation and heart for supporting the ministries of The Presbyterian Church of Plum Creek
- Pennsylvania Child Abuse History Certification
- Pennsylvania State Police Criminal Record Check
- FBI fingerprint based Record Check
- Ability to use the Microsoft Office suite.
- Learn and use church management software. Currently PCPC is using Shepherd's Staff
- Personable and professional interaction with members, the public, and vendors.

Business Administrator Compensation Packet:

- Hours Required/Compensated: **25 hours per week**
- Additional hours required for church financial review and other church business will be compensated with equal time off, overseen by the Head of Staff.
- **Salary will be negotiated based on candidates qualifications.**

Please send a letter of interest and resume to:

Sam Shaneyfelt
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550 Center New Texas Road
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412-793-4525