



Job Title: Director of Administration
Reports to: Senior Pastor

Gustavus Adolphus Lutheran Church is a congregation located on the eastside of St. Paul, Minnesota. We are a member of the Evangelical Lutheran Church in America (ELCA), living out our mission by being A Gateway of faith with our city, neighborhood and each other.

This position will work with the Senior Pastor to ensure that the entire mission and ministry vision of GA be carried out in fiscally, legally, administratively, spiritually and ethically sound practices.

Purpose: The Director of Administration is in charge of administering the budget and finances of the church. This person is to provide support for the Finance, and Endowment committees of the church. This person is to perform general administrative functions including oversight and management for all financial aspects of church life. This position is responsible for the oversight in all facets of the operation, maintenance and repair of the building, systems, grounds, and parking lots of Gustavus Adolphus Lutheran Church. (In addition, this person will maintain open communication with all current tenants and manage the lease agreements of each of them.) This includes supervising the part-time custodians as well as the additional office staff.

Working Conditions: Work will be performed within the building.

Hours of Work: Monday through Thursday, 8:30 am – 4:30 pm

Approximately 32 hours per week.

Salary: Dependent on qualifications and experience, and with benefits

Responsibilities

A. Financial Administration

1. Maintain sound financial records for the church through the accurate recording of all church-related revenues and expenses
2. Arrange the timely deposit of all cash offerings received by the church
3. Receive and arrange payment of all approved church-related expenses, including payroll expenses
4. Ensure appropriate internal controls are in place to protect the church against misappropriation of funds
5. Develop and oversee the implementation of financial policies, procedures, and reporting. (moved from Budget area)
6. Maintain petty cash fund for church office, as circumstances may require
7. Attend and present financial reports at monthly Finance Committee meetings, as well as attending and presenting information at Property Committee meetings as necessary.
8. Advise the church treasurer and senior pastor of the current financial status of the church
9. Provide bank statements and other documents as necessary to GA Congregation Treasurer so that they may perform monthly bank reconciliations
10. Prepare monthly financial statements, including adjusting journal entries
11. Represent church legally to establish bank and investment accounts; also make investments and withdraw or transfer funds as needed.

B. Budget

1. Plan and oversee the church budget with the Finance Committee and appropriate persons
2. Assist staff and committee chairpersons in budget preparation and account maintenance
3. Oversee annual budget preparation for review by the Finance Committee and assist in presentations to the congregation

C. Church Receipts

1. Coordinate/oversee counting of contribution gifts and receipts by volunteers. Ensure that deposits for contributions are made in a timely manner
2. Maintain organized records of contributions
3. Process contributions and make related-entries in current approved software program
4. Distribute quarterly contribution statements
5. Coordinate computer data entry, computer-generated information and mailings for various stewardship campaigns
6. Process and account for weekly electronic deposits
7. Prepare journal entries to properly account for the receipts and make deposits at the bank in a timely manner
8. Coordinate and advise members regarding stock contributions to the church

D. Accounts Payable

1. Perform the day to day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner
2. Receive and verify invoices and requests for goods and services
3. Verify that transactions comply with financial policies and procedures
4. Process all checks from request/billing to payment
5. Process backup reports after data entry
6. Maintain the general ledger
7. Maintain updated vendor files

E. Payroll

1. Process bi-weekly payroll and any special payrolls through payroll company
2. Review and maintain necessary computer payroll reports
3. Communicate and administrate various employee benefit packages
4. Process and maintain new hire forms such as W-4s and I-9s
5. Ensure distribution annual W-2s and 1099s

F. Building Management

1. Supervise the custodial staff, other Property Committee personnel, and volunteers to ensure that buildings, grounds, and equipment are properly cleaned, repaired, and maintained.
2. Supervise contractual workers in the operation, maintenance, and repair of heating equipment, lighting, ventilation, refrigeration, water, and waste disposal systems, floors, furniture and all other equipment and systems.
3. Coordinate the use of church facilities with the Office Administrator
4. Formulate plans, determine schedule, and develops procedures for the operation, maintenance, and security of the physical plant.
5. Maintain current records necessary for the efficient operation of the physical plant, conducts efficiency and cost analysis studies, and implements corrections or changes as needed to improve operation.
6. Determine the need for major repairs, remodeling, and the purchase of new equipment; prepares three necessary bid documents, and obtains bids or estimates, and implements plans with the approval of the Congregational Council
7. Hire part-time or seasonal help as needed within budget limitations. Assist in developing the annual operating budget.

G. Other

1. Oversee all church insurance policies, acquisition and claims reporting. Work with church agent to keep all information and requirements current
2. Maintain files of all legal documents of the church
3. Work with office machinery as needed, including software and information technology
4. All other duties as assigned

Qualifications

1. Organizational/administrative skills
2. Business and accounting background/education preferred
3. Staff supervisory experience preferred
4. Demonstrated skill and experience managing finances for organizations of similar size and tracking in current appropriate financial software

Qualities

1. People skills
2. Verbal and written communication skills
3. Confidentiality
4. Integrity
5. Continual effort to develop skills/knowledge

To Apply: Please send a cover letter and resume to johnh@gachurch.org
All applications must be received by Friday, November 1 2019