

Job Title: Business Administrator
Hours: 30 hours per week
Salary: Competitive, based on experience



JOB SUMMARY

Responsible for developing, implementing, and executing financial accounting functions, payroll preparation, employee benefits, business insurances and other fiscal matters for Oakdale Church, which has an annual budget of approximately \$2,000,000.

EXPECTATIONS & COMMITMENTS

The Business Administrator will support the disciple-making vision, mission and ministries of Oakdale Church; continue to grow professionally, personally and spiritually; and reflect Oakdale's culture by living and modeling the highest level of moral integrity and faithfully participating in the life of our church family.

As part of our journey together, we expect the Business Administrator to uphold our Leader Commitment (shared with candidates at interview stage), as well as the following staff commitments:

- Value the disciple-making vision and mission of the church as a priority.
- Believe the best and speak well of fellow staff, loving one another as Christ loves us.
- Maintain a sense of unity and community within the staff and church family.
- Be intentional about keeping other staff informed about things that affect the entire team.
- Meet regularly with supervisor to set and evaluate goals for professional and personal development and take advantage of training and continuing education opportunities.
- Respect and uphold matters of confidentiality.
- Attend and participate in weekly staff prayer time and meetings.
- Follow policies and procedures as outlined in the Oakdale Church Personnel Policy Manual.

ESSENTIAL RESPONSIBILITIES & TASKS

- Manage and improve the accounting system to track church financial transactions, monitor investments and reserves, maintain the general ledger, report cash flow, and generate required reports.
- Compile the Annual Budget from staff submissions and provide to Senior Pastor.
- Produce financial reports and provide guidance and support to staff and Governance Board.
- Maintain records for all special funds, including donations and disbursements.
- Keep depreciation records updated for all purchases over \$2,500.
- Oversee payroll: process bimonthly employee wages, manage employee-directed withholdings, and file state/federal tax forms.
- Enter employee leave (time off/vacation) in Office 365 calendar.
- Process new employees/contractors/interns using the "Employee Record Form" in the Personnel Policy Manual. Work with the Operations Manager to onboard new hires: assign computer, assign Microsoft 365 account with church email, add and assign usernames and passwords for all software programs, and assign a phone extension. Secure all Prevention of Child Abuse (POCA) requirements.
- Process employee/contractor/intern exits.
- Maintain and update employee files.
- Coordinate employee benefits enrollment and contribution changes; prepare requisitions for remittance of premiums.

- Maintain Liability, Workers' Comp, and Vehicle insurance; periodically evaluate coverage options.
- Prepare for and assist with the Annual Audit of church finances.
- Recommend to the Governance Board any internal controls needed to ensure the fiscal integrity of church finances and monitor compliance with approved controls.
- Maintain weekly worship attendance records.
- File tax returns as needed for contractors.
- Manage tax implications related to external businesses utilizing company facilities.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree (in Finance/Accounting preferred).
- Experience in Finance/Accounting.
- Experience in Human Resources.
- Excellent computer skills with proficiency in Microsoft Office 365, Quicken & Quick Books.
- Excellent organizational and time management skills.
- Good oral and written communication skills, including good English, grammar, spelling, punctuation and vocabulary skills.
- Ability to work independently without direct supervision.
- Has initiative – is a self-starter.
- Genuine desire to serve the body of Christ at Oakdale Church.

ADDITIONAL RESPONSIBILITIES

- Perform other duties as assigned by supervisor, senior staff or Governance Board.
- This position requires criminal justice fingerprint clearance and background, and criminal record check.
- Most of the work in this position is done in an office environment requiring minimal physical activity. Some lifting of objects less than 40 pounds, stretching, bending squatting, sitting, typing, and other activities related to office work will be required.

SUPERVISION

Operations Manager

BENEFITS

In accordance with Oakdale's Personnel Policy Manual (*online*)