Job Description

Title:	Church Business Administrator
FLSA Classification	Exempt/Salary
Schedule Type	Full-time
Reports To	Outreach Pastor

Summary of Position

The Church Business Administrator position is responsible for the overall management and compliance of the accounting functions and the business administration functions. This position oversees administrative and property staff management, monthly financial reporting, and works cooperatively with the committees within the church on matters of finance and administration.

Duties and Responsibilities

- Oversees and directs each facet of finances and accounting including accounts payable, payroll, cash flow analysis, contribution processing, and budgeting
- Prepare monthly financial statements to be used by committees, clusters, and department directors, including monthly activity details, budget analysis, balance sheets, and income statements
- Assist Finance Committee with budgeting, stewardship, and capital campaigns including analysis of previous trends as well as ongoing monitoring of funds throughout the campaign
- Plans and directs implementation and administration of employee benefit programs such as health/dental insurance, flex spending. Life/AD&D/LTD insurance, workers compensation, pension and other plans, including preparing and communicating information to employees and former employees about benefit programs, procedures, changes and open enrollment eligibility
- Direct supervisor of Admin and Property Management staff including interviewing, hiring, and training employees, planning, assigning and directing work; appraising performance; providing appropriate feedback to maintain desired work performance and conflict resolution.
- Arrange and schedule audits – annual internal audit and external audit every 5 years

Desired Skills (Qualifications)

- Required Bachelors degree in Accounting/Finance; plus 3-5 years related work experience
- Ability to prioritize and plan work activities; align work with strategic goals and organizational values;
- Follow and maintain compliant policies and procedures pertaining to areas of responsibility
- Effective time management skills require to meet commitments and multiple tasks simultaneously
- Experience in conducting and facilitating professional conversations and communicating complex financial reports to individuals with lesser financial background or understanding
- Proven experience handling financial documents and maintaining appropriate levels of confidentiality
- Proficient in basic Microsoft Office products
- Must pass a comprehensive background check, including both criminal and financial components
- Employee is regularly required to sit. Employee is frequently required to stand and walk, must occasionally lift and/or move up to 25 pounds. Condition is normal office environment with minimal noise/temperature fluctuations.

How to Apply:

In order to be considered for this position, you must submit a signed and completed application form along with a résumé. The application form can be found at http://www.ankenyfirst.org/images/stories/afumc/Documents/Application_Employment_09.pdf. Applications are due by February 24, 2020. Interviews will immediately follow the application deadline. Please send all items to Ankeny First United Methodist Church by email or mail to:

Ankeny First United Methodist Church
Attn: Pastor Angie Loomis
206 SW Walnut St
Ankeny, IA 50023

Email: Angie.Loomis@AnkenyFirst.org

The Mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians.