

# Church Business Administrator, Ankeny First United Methodist Church

Ankeny First United Methodist Church is a large multi-site church located in Ankeny, Iowa. At Ankeny First, we believe people find a meaningful life in Jesus. Ultimately, a meaningful life really is about growing in love with God, which we do through the three-step method of worshiping God, connecting with one another, and responding in service. Find out more about our Method and Ankeny First's Vision 2028 statement at our website: [Our Method \(AnkenyFirst.org\)](http://AnkenyFirst.org)

## Location

The Church Business Administrator position is located at our administrative office at 206 SW Walnut Street, Ankeny, IA.

## Benefits

- 3% Employer-Paid Contribution to 403b Pension
- Health Insurance
- Dental Insurance
- Flex Benefit Credit to apply toward the cost of health and dental insurance
- Flex plan for Medical and Dependent Care expenses
- Term Life Insurance
- Long-term Disability & Accidental Death/Dismemberment Coverage
- Paid Vacation and Sick Leave
- Continuing Education, Professional Expense, and Travel Expense Accounts

## About the Position

The Church Business Administrator position reports directly to the Lead Pastor and is responsible for the overall management and compliance of Ankeny First's accounting and 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.

## Primary Duties and Responsibilities

- Oversee and direct each facet of finances and accounting including accounts payable, payroll, cash flow analysis, receipting, and contribution processing, and budgeting.
- Prepare monthly financial statements to be used by committees and department directors, including monthly activity details, budget analysis, balance sheets, income statements, and reconciliations.
- Assist Finance Committee with budgeting, stewardship, and various campaigns including analysis of previous trends as well as ongoing monitoring and forecasting of funds.
- Plans and directs implementation and administration of employee benefit programs, such as health and dental insurance, flex spending, Life/AD&D/LTD insurance, workers compensation, pension, and other plans. This includes preparing and communicating information to employees and former employees about benefit programs, procedures, changes, and open enrollment eligibility.
- Direct supervisor of Administrative and Property Management staff including interviewing, hiring, onboarding, and training employees; planning, assigning, and directing work and ensuring appropriate administrative office coverage; appraising performance, and providing appropriate feedback to maintain desired work performance and conflict resolution.
- Coordinate and schedule audits— annual internal audit and external audit every 3 years.
- Oversee annual congregational Charge Conference reporting as well as annual statistical, mission, and fund balance reporting to the Iowa Conference of the United Methodist Church.

## Skills and Qualifications

- Bachelor's degree in accounting/finance is required.
- Three to five years related experience is required; fund accounting and/or nonprofit experience is a plus.
- 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 to meet commitments and multiple tasks simultaneously, including the provision of excellent customer service to those requiring assistance from the admin office.
- 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.
- Hands-on working knowledge of QuickBooks
- Familiarity with membership databases and online giving or merchant processing platforms.
- 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 or temperature fluctuations.

To be considered for this position, you must submit a signed and completed application form along with a resume. The application form can be found by clicking the application link at [Employment @FIRST \(ankenyfirst.org\)](https://www.ankenyfirst.org/employment). Applications are due by **Friday, March 8, 2024**. 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 Mike Janes  
206 SW Walnut Street  
Ankeny, IA 50023  
Email: [Mike.Janes@AnkenyFirst.org](mailto:Mike.Janes@AnkenyFirst.org)