

## FIRST PRESBYTERIAN CHURCH

**Job Title:** Business Administrator  
**Primary Objective:** To provide financial, administrative, and organizational support for the ministry teams of the First Presbyterian Church of Amarillo.  
**Ministry Area:** Administration  
**Reports to:** Executive Director of Administration  
**Prepared by:** Personnel Committee

**Committee Approved:**

**Full Time**

**Session Approved:**

**Background check required**

### Education/Experience:

- College graduate with a degree in business, accounting, or finance; CPA or MBA preferred.
- 5 years of experience in business and financial management/leadership.
- Christian ministry involvement.

### Background Check Required

## POSITION DESCRIPTION

### The Business Administrator shall:

#### Finance:

- Serve as the Chief Financial Officer accountable for all assigned aspects of the church's finances including conducting the day-to-day business of the church.
- Coordinate the preparation of an annual operating and capital budget with the help of church staff and committees.
- Maintain an appropriate chart of accounts to reflect the current financial position of the church and its ministry activities in accordance with accounting standards approved by the outside auditors.
- Ensure that adequate internal controls, including those recommended by our auditors, are in place and utilized to protect the church's assets.
- Provide monthly and annual financial reports, tax returns requested and all other legislated reporting.
- Prepare monthly and year-to-date current vs prior period financial reports, including balance sheet accounts and P&L actual vs budget for the Finance Committee to review monthly.
- Attend monthly Finance Committee meetings and be available to answer questions.
- Reconcile all bank accounts by the fifteenth working day of each month, and include a copy in the monthly financial reports provided to the Finance Committee.
- Monitor spending to assure that the approved budget is being met; and report any exceptions to the Executive Director of Administration and Finance Committee. Work to make sure costs are kept to a minimum through efficient and wise purchasing procedures.

- Ensure that donor restricted and Session designated monies are properly accounted for and meet the intent of the donor.
- Provide information as requested to auditors on a timely basis. Work with auditors to provide presentation of audit to the Senior Pastor, Executive Director of Administration, and Finance Committee.
- Make recommendations to the appropriate committee and Session of needed changes in financial policies.
- Maintain accurate records pertaining to gifts from trusts and estates.
- Review Contracts for conformity with church policy; securing outside legal counsel and control of legal communications when necessary.
- Hold check signing authority for expenditures up to \$250; above \$250 with two signature procedure.
- Sign contracts as necessary to perform the business of the church if in the approved budget; present to the Finance Committee for review/approval if not.
- Act as the registered agent for the church on all corporate matters.

#### **Facilities**

- Maintain legal documentation of all facilities, properties, oil and gas leases and other income producing property.

#### **Human Resources:**

- Maintain a current, up-to-date database of job descriptions including routinely reviewing job descriptions, and making recommendations of needed changes to the Personnel Committee.
- Maintain files appropriate to personnel and payroll records.
- Perform periodic salary surveys and reviews to assure adequate compensation for the ordained and non-ordained staff.
- Provide for the regular pay for services performed through an approved payroll accounting system and the timely payment of associated taxes, employee withholdings and payroll deductions.

#### **Administrative Functions:**

- Act as advisor to the following committees:
  - Finance Committee
  - Stewardship Team
  - Investment Team
  - Board of Trustees

Perform other duties as may be assigned by the Executive Director of Administration or Senior Pastor. All resumes should be sent to [jobpostings@firstpres.com](mailto:jobpostings@firstpres.com) .