

**BUSINESS ADMINISTRATOR**  
**FIRST PRESBYTERIAN CHURCH, Pompano Beach, FL**

**PURPOSE**

The Business Administrator is responsible for overseeing all business and financial operations of the organization, ensuring accuracy, transparency, and sound financial management across all departments. This role serves as the central point of control for financial activities and acts as the steward of all church funds, safeguarding the organization's financial integrity. The Business Administrator, as all positions, works at the pleasure of the Session. This position will report to the Pastor/Head of Staff.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field.
- 3-5 years of experience in financial management, preferably in a nonprofit or faith-based organization, or an equivalent combination of education and experience.
- Strong understanding of nonprofit accounting principles and financial best practices.
- Commitment to integrity, confidentiality, and ethical financial management.
- Familiarity with the Presbyterian connectional system and polity, or a willingness to learn.
- Proficiency in Microsoft Office (Excel, Word, and Outlook); experience with Automated Church System (ACS) is preferred.
- Active involvement in a faith community is desirable.

**PRIMARY DUTIES AND RESPONSIBILITIES**

**I. Accounting/Financial**

- Budget Management: Lead the development and preparation of the annual budget for all departments and schools.
- Financial Reporting: Prepare and present monthly financial reports, including budget-to-actual analysis, to key committees and leadership.
- Accounts Oversight: Ensure accurate management of accounts payable/receivable, payroll, general ledger, bank accounts, contributions, investments and tax reporting.
- Pledge and Contribution Management: Maintain records of pledges, offering envelopes, and donor tax statements.
- Trust and Fund Management: Oversee accounting for bequests, memorials, scholarships, trusts, and columbarium records.

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- Audit and Compliance: Provide necessary documentation for fiscal reviews and audits, ensuring compliance with scholarship and tax requirements.
- Tuition and Financial Aid Oversight: Manage the FACTS tuition system, approve financial aid, and handle collections for past-due accounts.

**II. HUMAN RESOURCES/PERSONNEL MANAGEMENT**

- Recruitment and Onboarding: Assist with hiring support staff, maintaining personnel records, and providing benefit and tax information to new hires.
- Training and Supervision: Ensure staff receive appropriate training and ongoing support; supervise Accounting staff and the Director of Maintenance.
- Staff Scheduling and Coverage: Manage staff schedules and arrange for temporary or replacement personnel as needed.
- Policy and Compliance: Maintain and update the Church Employment Handbook, ensuring policies reflect current staffing needs and comply with legal requirements.
- Performance and Conflict Management: Support staff evaluations, serve as liaison between departments, and manage conflict resolution when necessary.
- Benefits and Insurance Oversight: Review and manage staff benefits, oversee insurance enrollment, and handle workers' compensation claims.
- Operational and Process Improvement: Conduct research on business procedures, technology updates, compensation trends, and legal developments affecting employment

**III. COMMITTEE AND FACILITIES MANAGEMENT**

- Committee Support: Collaborate with the Session, Foundation, and various committees to manage business affairs, establish goals, and provide requested support. Attend and produce agendas and minutes for Foundation meetings and serve on the LCS School Advisory Board and Finance Committee.
- Facilities Oversight: Manage facility needs, space requirements, and equipment maintenance. Recommend repairs, replacements, and funding sources while maintaining records of systems and overseeing IT services.
- Purchasing and Contracts: Coordinate purchases of furniture, equipment, and services. Research and manage contracts for essential services, including insurance and maintenance.
- Event and General Support: Oversee event bookings for staff purposes and perform other duties as assigned.