

**The Shiloh Baptist Church  
Job Description**

**Church Business Administrator**

**Position:** Full-time, Salaried

**Reports to:** Pastor and Executive Committee

**Summary:**

The Business Administrator (BA) is responsible for the execution of the business and administrative functions and operations of the church as it relates to purchasing of supplies, operations, maintenance, facilities usage, payroll and staff support. The BA works with the Pastor and the SBC Executive Committee to establish policy, execute executive-level decisions, work in tandem as a member of the Finance Committee Ministry, and monitor business related operations. He/she provide leadership for the stewardship of the financial and physical resources needed for the effective and efficient operation and daily functioning of the church.

**Qualifications:**

- Strong Organizational/administrative skills
- Strong Interpersonal/People skills
- Strong Verbal and written communication skills
- Business and accounting background/education
- Ability to adhere to strict Confidentiality
- Integrity
- Continuous desire and effort to develop skills/knowledge
- Strong research and CQI skills and commitment to best practices;

**Essential Duties and Responsibilities:**

**General and Staff Administration**

- Work with all levels of SBC staff (executive, administrative, custodial, security, kitchen, ministerial, etc...), committees and other lay leadership to recommend, establish and when instructed, implement church policies as directed by the Pastor and/or executive leadership;
- Maintain neat, orderly filings of all pertinent church documents (ie...legal, limited fiscal, etc...);
- Attend all Joint Board, Church and Executive Committee Meetings as directed by the Pastor;
- Provide support for the Executive Committee and Board Meetings as needed and required;
- Ensure vendor relationships, invoices, purchases, contracts and services are performed in a timely manner to the benefit and satisfaction of the church;
- Work closely with the Pastor and Core Executive Leadership (ie...Chairs of Deacons, Finance Trustee, Deaconess, Trustee Aide, and Senior Advisors) to achieve the business, administrative and communication goals of the church;
- Develop business processes to improve operational efficiency of the church;
- Develop Policies to guide organizational and operational behaviors of the church;
- Implement technology solutions to improve business and operational processes;
- Review all purchases and provide assessment of spending trends and budgets to identify areas for improvement of efficiency;
- Oversee all church insurance policies, acquisition and claims reporting;
- Work with staff and committee chairpersons to determine equipment needs and supervise

- purchases as required;
- Attend annual training seminars/courses;
- Supervise the cleanliness, general operation and maintenance responsibilities of the church;
- Direct Sextants, security and volunteers as needed to ensure execution of programs;
- Coordinate and direct ALL internal and external church volunteer efforts;
- Conduct periodic formal performance evaluations and assist in staff goal-setting;
- Work closely with the finance ministry staff;
- Supervise data entry clerk and provide direction as needed for update, maintenance and development of information databases;
- Communicate with the Pastor and/or Human Resource Ministry to make recommendations as needed;
- Direct the weekday operation of the church office and those activities required in preparation for Sunday and other special worship services; supervise administrative support staff and other non-exempt workers assigned to this function and provide direction as needed
- Provide administrative support for all personnel and human resource activities; employee benefits; and salary administration.
- Work closely with Pastoral Assistants of Internal Affairs and External Affairs and Expansion Project Manager to ensure that program leaders, other church activity leaders and their respective ministry functions, are properly supported and efficiently functioning;
- Perform other duties as assigned by the Pastor and/or Executive Committee;

### **Budget and Financial Administration**

- Work closely with the Pastoral Assistants of Internal Affairs and External Affairs to coordinate the request for budget submissions for the review and management but the Budget Director;
- Serve as the central purchasing agent for the church;
- Work closely with Trustee Ministry to maintain an inventory of all church property; annually, verify presence and condition; establish a schedule of replacement, upgrade;
- Be the primary contact person for our accounts receivable;
- Assist the Pastor and/or Human Resources Ministry in preparation of the personnel budget;
- Oversee annual budget preparation for review by the Finance Ministry and assist in presentations;
- Participate in the development and implementation of financial policies, procedures and reporting;
- Perform monthly bank reconciliations;
- Prepare monthly financial statements, including adjusting journal entries;
- Work with the certified public accountant during the annual audit a required;

### **HR and Payroll**

- Work closely with HR Ministry to develop and implement HR policies and procedures for all Shiloh employees;
- Serve as primary staff contact for all ADP related services and consultations;
- Ensure timely and accurate bi-weekly payroll submissions;
- Review and maintain necessary computer payroll reports;
- Update and maintain individual employee payroll files on ADP Total Resource system as required;
- Communicate and administrate various employee benefit packages as required;
- Provide input to and provide performance appraisals as required;
- Administer all employee benefit programs;
- Distribute W-4s and I-9s;
- Review and distribute annual W-2s and 1099s;