



## CHURCH BUSINESS ADMINISTRATOR

**Department:** Operations: Finance, HR, IT

**Reports To:** Executive Director of Operations

**Hours/Week:** 40 Hours/Week

**FLSA Status:** Salaried, Professional Exempt

**Schedule:** Monday–Friday, some evenings

**Job Class:** Director

**Benefit Eligibility:** Full Time Benefited

**Location:** UPC Main Campus

**Salary Range:** \$80,000 to 90,000

### SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position oversees:

- Finance: Financial administration and accounting, provides analysis and strategic planning to leadership.
- Human Resources: Partners with ministry leaders to effectively recruit and hire employees. Oversees payroll and benefit administration duties.
- Information Technology: Develops and maintains short- and long-term technology plans.

### RESPONSIBILITIES

- Supervises the Finance, HR & IS staff:
  - Schedules regular 1:1 meetings with direct reports.
  - Provides coaching to ensure growth of staff in individual areas.
  - Conducts annual staff reviews.
- Develops yearly financial plan in collaboration with the Executive Director of Operations and is responsible for day-to-day management of financial plan.
- Determines goals, policies, and staffing needs in collaboration with elders and key stakeholders to support the UPC vision and mission.
- Attends department and UPC staff meetings.
- Occasional Holiday & Sunday worship participation expected.
- Other duties as assigned.

## **Financial**

- Provides overall financial leadership for the organization.
- Manages day-to-day financial operations including general ledger, accounts payable and receivables, insurance, taxes and tracking designated and undesignated giving of the \$5 million dollar budget.
- Plans and prepares financial reports that summarize and forecast business activity and financial position in the areas of reserves, cash flow, borrowing and investments based on past, present, and expected operations.
- Facilitates the work of the Treasurer, Budget, Finance, and Investment Committees.
- Partners with Stewardship department to facilitate a smooth donor experience in addition to back-end integration.
- Manages the contribution receipt processes, including online giving.
- Manages the annual budget process, coordinating with ministry departments, Human Resources, and the Executive Team to meet financial goals.
- Manages the banking relationships; arranges financing for line of credit and new property acquisitions.
- Assists with capital campaigns.
- Maintains communication with management, providing relevant fiscal information at month-end, and in annual financial planning and budgeting processes; reviews budget proposals, obtains necessary supporting documentation and justification, compiles data and prepares summary report for management.
- Facilitates internal and year-end external audits and preparation of financial statements and required forms. Financial integrity is of utmost importance.
- Assures compliance with all tax obligations, non-profit status laws including 501(C3) regulations and internal control procedures.
- Reviews and advises management about insurance coverage for protection against property losses and potential liabilities.

## **Human Resources (HR)**

- Oversees and directs HR department. This includes:
  - Manages the:
    - Accurate payment process of bi-weekly pay to staff for 50+ full time and part time staff.
    - Administration of employee benefits for staff, new & terminated employees.
    - Annual open enrollment process.

- Filing and tracking systems for Payroll and HR.
  - Statistics and reports, state, federal and church law compliance.
- Provides a HR department that is approachable and trusted by all levels of staff.
- Facilitate the recruiting and hiring/onboarding process for new employees with Directors and supervisors.
- Analyzes and identifies future needs for policies, processes, organizational development, and staff resources.
- Sets and monitors HR strategic plan, short- and long-term goals, in collaboration with Executive Team and HR Committee.
- Recruits volunteers and facilitates the work of the HR Committee. Serves as adjunct member.

### **Information Services (IS)**

- Develops and maintains short- and long-term technology plans and, based on these, creates yearly budget for Information Services.
- Works with all departments, utilizing resources and expertise available to best assess and fulfill perceived technology needs.
- Provides and oversees support systems for staff regarding general IT issues (HelpDesk).
- Oversees the IS Team in the maintenance of existing technology installations, as well as research and development of future needs in the following areas:
  - Network: LAN and WAN infrastructure, remote access, administration, security, and monitoring.
  - Phones/voicemail: Phone contract and all associated software and hardware (PBX, VOIP system, voicemail system, and phones).
  - Internet Access: Data contract and associated software and hardware.
  - Workstations & Associated Software: Provide staff with adequate resources in both hardware and software to allow them to fulfill their job requirements, while also establishing standards for systems and proactive policies to ensure minimal interruptions of work.
  - Servers: Network access (domain controllers and other associated services), server-based applications, storage, and web services.
  - Printing: Printers (networked and local) and networked copiers used as printers.
  - Disaster Preparedness for mission critical systems that come under the care of the Information Services.
  - Training: General computing and software usage, as well as phone and voicemail system training.

## QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Bachelor's Degree and 7+ years of accounting experience (not-for-profit experience a plus); CPA or equivalent experience preferred.
- Progressive advancement from HR generalist into senior HR management. Strong expertise in all HR functions.
- 5+ years of leadership/supervisory experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Technical capability to manage sophisticated computer/ database/ accounting/ payroll systems (MIP & TriNet systems experience a plus).
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Proven ability to think strategically about competing interests and financial realities.
- Experience in writing reports, business correspondence and policy and procedure manuals.
- Experience effectively presenting information and responding to questions from staff, groups of managers/department heads, and leadership.
- Must be detail oriented with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment.
- High degree of flexibility and comfort with change and a willingness to learn new technologies and systems.
- Demonstrated ability to work effectively in a collaborative team environment with a dynamic range of people.

## PHYSICAL REQUIREMENTS

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.