

Chamblee First United Methodist Church

CHURCH ADMINISTRATOR

The Church Administrator has the responsibility for oversight, management, and execution in the areas of finance, internal & external communications, and administration of the day-to-day operations for Chamblee First United Methodist Church (the Church).

KEY RESPONSIBILITIES

Financial Administration

- Manage financial processes including accounts payable/receivable, payroll, and contributions
- Work closely with the Finance Committee to maintain accurate financial records
- Develops and manages an annual church budget in collaboration with Church staff and lay leadership.
- Ensures weekly deposits are made and transmits automatic deposit files to the bank.
- Oversees the reimbursement process to the Church staff and members of the Church.
- Ensures all checks are properly signed for paying bills and reimbursements on a timely basis. Supervises the daily cash balance to insure sufficient funds are maintained in all checking accounts.
- Maintains historical data and proper retention systems for financial and banking records in accordance with the IRS.
- Prepares annual reports for the Church Conference and Audits when applicable.
- Attends and reports to the Finance Committee and the Administrative Board regarding Church finances.
- Ensures distribution of financial reports as needed by church staff, committee member(s), and Kindergarten.
- Supports processing designated gifts as well as stock or personal property gifts.
- Supports the preparation and distribution of Giving Statements for each contributor.
- Provides support for Stewardship Campaigns and assists with preparation for committee members.
- Provides volunteers a monthly list of Memorials and Honorariums received for sending acknowledgement cards.
- Reconciles event proceeds and when appropriate, makes mid-week deposits.
- Ensure accurate financial records are kept for all registration events.
- Ensure proper stewardship and confidentiality of financial information

Communications

- Create, organize, plan, and implement effective communication strategies and produce weekly deliverables (bulletins, newsletters, email updates, etc) to the church, the staff, and the community.
- Assist ministry leaders in promoting events and programs.
- Generate proactive communications ideas, calendaring, and church-wide and ministry-specific initiatives
- Understands the vision of the Church and implements communications strategies to reflect Church priorities and brand considering intended audiences and mediums.
- Informs staff, church leaders, and members about procedures/processes for communicating church messages.
- Continually look for ways to communicate our values.
- Maintains and updates the Church website and campus signage and oversees all social media.
- Programs campus screens with daily and weekly events and announcements.
- Facilitates the promotion and registration of events/activities with the appropriate committees with accurate records for income and expenses for the Finance Committee.

Administration

- Prioritizes, schedules and manages multiple projects and tasks while meeting timelines and deliverables.
- Develops and completes short-term and long-term goals and action plans that are aligned with overall goals of the Church.
- Receives and catalogs all meeting notes from committees in a central, accessible location.
- Coordinates and supervises volunteers for the Front Desk, Membership Records, and Finance Reporting.
- Manages phone systems and mail delivery.
- In collaboration with the Facilities & Campus Activities Manager, manages, coordinates, and communicates the Church calendar including scheduling, room reservations, HVAC needs, cleaning, set-up/breakdown, and opening and closing the Church.
- In cooperation with Facilities & Campus Activities Manager, reviews and shops insurance policies when necessary along with the Trustees
- Orders Supplies: office, events, hospitality, and worship.
- Manages the Church database and assigns permissions as needed.
- Assists in familiarizing new employees with procedures, policies and personnel.
- Participates in staff meetings and team planning activities.
- Manages Personnel Record Administration and confidential personnel files for the staff (Church and Kindergarten).
- Oversees the administration of employees and their benefits: Worker's Compensation, Insurance, Vacation, Sick Time and other matters related to employment. Maintains records for staff hours and vacation.
- Processes Background Checks for all staff and volunteers working with children, youth and vulnerable adults with appropriate records and renewals.
- Maintains records of all non-preschool accidents or injuries that occur on the Church property. Notifies the insurance carrier when necessary.
- Update ACS with new contact info and provide reports for pastor/conference as required
- Make weekly updates with attendance data to VitalSigns
- Update pastor on needs for visitation, calls, etc. when appropriate via text or Teams
- Coordinate Front Desk Volunteers (SignUp Genius)
- Orders seasonal tribute flowers (poinsettias & lilies) and coordinates sponsorship and communication thereof
- Coordinates sanctuary flower gift (delivery & acknowledgement)
- Supervises Facilities & Campus Activities Manager and front office volunteers

Hospitality and Front Office

- Serve as a welcoming first point of contact for visitors, members, and community partners
- Direct communication appropriately when answering phones and responding to inquiries
- Help cultivate a warm and hospitable office environment

Education, Experience, and Skills Required

- 3-5 years of experience in executive level management including finance, communications, and administration or accounting. Minimum of a Bachelor's degree in a related field required.
- Comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- A broad understanding of financial procedures and the ability to fluently discuss the impact on decisions, with a full understanding of financials for the church.
- Excellent written and verbal communications skills
- Be proficient in writing/editing, graphic design, communication, strategy, and multi-tasking.

- Proficient with modern technology and systems such as, Microsoft Suite, OneDrive, WordPress, Canva, Zoom, and Planning Center. Experience and knowledge of ACS Accounting Software and Realm Church Management Software a plus.
- Strong people and communication skills with the ability to work collaboratively with other staff members, church members, and volunteers.
- Strong commitment to confidentiality and extreme attention to detail.

Reports to Senior Pastor

Role: Full Time (averaging 40 hours/week)

References Upon Request