

Davidson College Presbyterian Church is seeking candidates for a full-time, in-person Church Administrator to begin approximately April 1. This position involves monthly evening commitments and occasional weekend duties. While we will consider candidates outside of the Charlotte area, relocation expenses must be borne by the applicant, and the interview process requires an on-site interview. Salary commensurate with experience and competitive health and retirement benefits available. Resumes, with cover letter and references, can be sent to dcpcofficerole@gmail.com.

JOB DESCRIPTION
DAVIDSON COLLEGE PRESBYTERIAN CHURCH
CHURCH ADMINISTRATOR

Summary

The Church Administrator, reporting to the Head of Staff, is responsible and accountable for the business affairs of the church in the areas of accounting, finance, facilities management, human resources, office management, purchasing, and information technology. The Church Administrator performs these responsibilities in a manner consistent with the Church's mission and with standards of professional practice, including self-motivation, collaboration, confidentiality, conflict management, and good communication. This is a full-time, in-person position with monthly evening commitments and occasional weekend duties.

Qualifications

- Minimum
 - o Undergraduate degree in finance, accounting or a related field and/or commensurate experience
 - o Five years of progressively responsible business/financial experience including two years of supervisory experience
 - o A commitment to handling responsibilities in a Christian environment
 - o Financial and Accounting Management experience and skills
 - o Knowledge and experience in office and facilities management, purchasing, personnel administration, general accounting and information technology
 - o Human Resources experience in employment laws and benefits
 - o Excellent oral and written communications and interpersonal skills
 - o Proficient with Microsoft Office software

- Desired
 - o Advanced degree or CPA
 - o Certificate in Church Business Administration
 - o Familiarity with church information systems, preferably ACS
 - o Experience in working with volunteers
 - o PC(USA) experience a plus

Major Duties and Responsibilities*

1. Financial
 - a. Oversees financial accounting and controls in the areas of receivables, payables, payroll, general ledger pledges/contributions and monthly statements/reporting.
 - b. Administers the church's policy in regard to gifts of stocks, bonds and other securities and property.
 - c. Facilitates the annual audit by an independent auditor.
 - d. Attends monthly Session meetings to support presentation of financials, budgets and reporting.
2. Facilities and Property Management
 - a. Directs the maintenance program of all church facilities and grounds, including routine maintenance, repairs, renovations and additions.
 - b. Administers, updates and develops operating policies and procedures, including facility use.

- c. Oversees the use and upkeep of capital property including church vehicles and organs.
 - d. Manages the Columbarium agreements, sales and upkeep.
3. Human Resources
 - a. Manages the church payroll and benefit packages including retirement, health insurance, vacation and paid time off.
 - b. Ensures compliance with applicable employment and tax laws and regulations.
 - c. Serves as the contact person with the Board of Pensions for benefit plans.
 - d. Maintains the personnel files for staff.
 - e. Collaborates with the Head of Staff to ensure that all DCPC Employment policies and procedures are properly administered and followed.
 4. Supervisory Responsibilities
 - a. Plans, organizes, supervises and evaluates the work of support staff including:
 - i. Custodian
 - ii. Administrative Assistants
 - iii. Accounting Specialist
 - b. Manages the contract support activities including:
 - i. Facilities and grounds maintenance and upkeep
 - ii. Information Technology
 - iii. Payroll processing
 5. Technology
 - a. Oversees and coordinates all information technology functions including computers, servers, internet services and telephone communications.
 - b. Oversees the use and maintenance of all office machines – e.g. copiers, folders etc.
 6. Communications
 - a. Oversees dissemination of periodic communications to the congregation, including weekly emails and bulletins.
 - b. Responsible for communication with committee chairs as required.
 7. Other
 - a. Manages all purchasing activity and contract administration.
 - b. Coordinates activities between the Endowment Committee and the Endowment Investment Manager.

Staff Liaison to Committees

- Finance Committee
- Property Committee
- Endowment Committee

*This job description is a general statement of position responsibilities and is not intended to detail all specific job functions and responsibilities.