

## **Church Administrator – Grand Haven**

### **Purpose/Summary Statement:**

The Church Administrator directs, coordinates, and supervises all administrative activities of the church including its physical facilities. This position requires the ability to multitask, to be an independent worker, to be a team player, to be detail-oriented, to have a background in finance or accounting, and to enjoy working with a wide variety of people - including the staff and members of the church. This position works with the Senior Pastor/Head of Staff on ensuring that the ministry of the church is supported well through administration.

**Reports To:** Senior Pastor / Head of Staff

**Full Time:** Occasional evening meetings

### **Essential Functions & Responsibilities:**

- Oversee budget preparation, accounting functions and church expenditures.
- Oversee compliance with all Standard Practices and Personnel Policies.
- Oversee securing of all equipment, supplies and maintenance services.
- Coordination of the facility maintenance, contractors, and use.
- Oversee the administrative staff.
- Be responsible for scheduling, use, security, maintenance and leases for all church buildings in accordance with Session policies regarding use.
- Attend all meetings of the Trustees and other committees as required.
- Advise Trustees regarding the church's financial position.
- Maintain adequate insurance and make recommendations regarding changes as necessary.
- Perform such other duties as requested by the Pastor Head of Staff.

### **Job Requirements:**

- Excellent communication skills
- Computer and technology skills - preferred knowledge of Google Suite, ACS and Realm, Microsoft Excel
- Background in administration, finance, accounting, and human resources preferred.
- Experience and knowledge in facilities management, personnel administration, insurance and budgeting are desirable.
- Able to work in both a detailed environment and in higher level and leadership environments.
- Five-plus years of relevant experience.
- Able to maintain a high level of confidentiality.
- Ability to work comfortably in a Christian environment.

**Send Resumes to: [kjullie@fpgh.org](mailto:kjullie@fpgh.org)**