Zoar Lutheran Church

Ad Post Job Description  10-30-2020

This search is on-going starting Oct 29, initial review of resumes begins Nov 9, 2020

Position:  Administrative Manager
Reports to:  Senior Pastor

Position Summary
The responsibility of the Administrative Manager is the daily accounting and management of all financial functions for the church, as well as supervision of the office and facility staff, to achieve a professional level of performance in the tasks required for effective and efficient operation of the church office and physical facilities, including all church properties.

General Principles of Conduct
1. Endeavor through words and actions to be a worthy example of Christian living.
2. Be willing to share your Christian faith, while supporting the beliefs of the ELCA.
3. Strive to create positive, friendly, and open relationships with all people encountered.
4. Support the vision and Mission of Zoar Lutheran Church:
   AmaZed by God, Energized by Jesus, A Grateful Zoar Gathers, Grows, and Gives!

Responsibilities

Church Finances
1. Maintain accurate and up-to-date computer records of disbursements and deposits for all church accounts, and other related accounts as directed by the Treasurer.
2. Provide accurate and timely monthly financial reports to the Treasurer and Financial Secretary, and other reports as requested by the Treasurer or President.
3. Maintain records for employee payroll, taxes, and benefit payments.
4. Manage the purchase of supplies and equipment for the office, building, and custodial work after authorization by the Council, Treasurer, or President.
5. Manage maintenance contracts for office and custodial equipment after authorization.
6. Maintain accurate and timely monthly records for all Zoar Foundation grants.
7. Serve as the primary contact for all banking relationships.
8. Provide support in the preparation of the church’s annual budget.
9. Implement the system for the approval and payment of all financial disbursements, as authorized by the Treasurer.
10. Review all church insurance policies based on changing needs of the church and make written recommendations to the President and Treasurer annually during the first quarter.
11. Attend a Zoar worship service monthly to better understand the congregation’s needs.

Church Office
1. Supervise the work of the Office Secretary(s) and Custodian (s); assisting as required with appropriate planning, organization, and task management.
2. Maintain master records for all Zoar employees indicating current work schedules showing hours, and personal and vacation time used/available.
4. Conduct reviews three times a year for assigned employees.
5. Implement and coordinate background checks for all employees and volunteers.
6. Train and supervise office assistants and volunteers.
7. Undertake secretarial duties when required.
8. Maintain complete confidentiality of all financial data and member information.
Church Facility and Technology
1. Supervise the scheduling and use of the church facilities, including office areas, in accordance with policies approved by Council and the Congregation.
2. Work with the Property Committee providing management and input on the control of the church facility’s HVAC, utilities, building, and equipment.
3. Coordinate maintenance contracts for all work done to the church facility.
4. Manage the church’s rental properties and oversee the care of these properties in conjunction with the Property Committee and Council.
5. Work with the Communication Committee providing input on possible changes to the website and other PR/Advertising areas, as requested.
6. Coordinate the maintenance of the church’s internet/website hardware using hired experts.
7. Maintain records concerning the distribution and use of church keys and security system codes.

Committee Support
1. Participate on the Budget/Finance Committee and the Cash Management/Investment Committee, as a non-voting member.
2. Serve monthly on Council and the Property Committee, as a non-voting member.
3. Attend meetings of the Personnel Committee when requested, typically once a year.
4. Attend other meetings as requested by a Committee chair, Council, or the Senior Pastor.
5. Complete other duties as assigned by the Senior Pastor, President, or Council.

Qualifications
1. Bachelor’s degree in Business/Finance, or a related field, or commensurate experience.
2. Prior non-profit accounting/management experience is preferred.
3. Solid background in accounting, preferably with a minimum of five years of experience.
4. High skill levels in verbal/written communication, leadership, organization, and collegiality.
5. High proficiency in computer software including accounting, Office 365, databases, web.
6. A self-starter with outstanding skills in supervision, budgeting, management, and leadership.
7. Being a Zoar member is not required, though a Christian background is preferred.

Employment Parameters
1. This is a full-time, salaried position with no paid overtime, which includes health insurance, vacation, PTO, and a pension, as described in the Zoar Employee Handbook.
2. Pay will be by direct deposit twice a month, consistent with Zoar’s normal pay periods.
3. The salary will be determined based on the applicant’s knowledge and experience.
4. Employment is subject to positive outcomes for criminal background checks through fingerprinting and substance abuse testing, at Zoar’s discretion.

About Zoar Lutheran Church of Perrysburg, Ohio
Zoar Lutheran is one of the oldest Lutheran Churches in the area, established in 1850. The congregation is an intergenerational mix of young and old, with diverse programming. Worship services reflect a traditional style, though blended with a variety of music. The congregation is large, involved in mission projects locally and abroad, and works to place emphasis on youth involvement. In the past, Perrysburg has been designated as a “Best Town for Families.”

Hiring Note:
All resumes must be submitted through Indeed.com.
Resume review begins Nov 9 and will continue until our candidate is hired.