

Woodlake United Methodist Church

Our mission is to make the love of Jesus accessible to all, even if it means digging a hole in a roof! (Mark 2:1-12)

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|---|----------------------------|-------------------------|-------------------|
| Position Title: | Director of Administration | | |
| Department/Group: | Administration | Position Type: | Exempt, Full-time |
| Location: | Woodlake UMC Campus | Travel Required: | No |
| Position Description | | | |
| <p>The Director of Administration is responsible for efficient day-to-day administrative operations of Woodlake UMC and assisting church members, committees and staff in achieving the church's mission objectives.</p> <p>ROLES AND RESPONSIBILITIES</p> <p>Office Administration</p> <ul style="list-style-type: none"> ○ Lead the efficient day-to-day administrative operations of Woodlake UMC and assisting church members, committees, and staff in achieving the church's mission objectives. ○ Manage the church calendar <ul style="list-style-type: none"> ▪ Review room requests and assign rooms, based on room capacity ▪ Ensure the accuracy of the calendar and make process improvements ▪ Communicate room assignments (or declined requests) to requestors on a timely basis ○ Report weekly the attendance, volunteer opportunities and membership updates for inclusion in the monthly CLC report. ○ Compile Annual Charge Conference Report and Local Church Report to the Annual Conference ○ Confidentially maintain records to include church policies and procedures, office records, property and legal records and master calendar ○ Manage vendor relationships and negotiate contracts ○ Ensures implementation of church policies and procedures including creating and updating Emergency Operation Manual employee handbook and coordinating evacuation plans ○ Process insurance incident reports and worker compensation claims ○ Other duties: proofing, editing, organizational charts, copier cost reports, copier supplies, verify employment, etc. ○ Coordinate employee benefits, perform background checks ○ Oversee the maintenance and operation of information technology, security and phone systems <p>Financial Administration</p> <ul style="list-style-type: none"> ● Administration of the financial functions of the church, including: cash flow, annual budget preparation, contributions, insurance, banking and financing, payroll, leases, loans, mortgages, and budget planning and oversight. ● Contributions and Cash Management <ul style="list-style-type: none"> ○ Record pledges and maintain records of individual contributions ○ Respond to church members' questions concerning personal contributions and pledges in a timely and confidential manner ○ Process all ACH contribution, recurring gift requests, withdrawals and changes ○ Prepare and distribute quarterly and annual contribution statements ○ Establish and maintain procedures for cash handling by staff and volunteers ○ Oversee the process of counting and depositing funds received during the week through worship services, special activities, and the mail ○ Annually order giving envelopes, assure distribution to the congregation and issue to new members ○ Set up and maintain designated accounts for contributions ○ Perform monthly bank reconciliations for all church bank accounts ● Accounts Receivable <ul style="list-style-type: none"> ○ Keep accurate records in appropriate financial journals of all monies received ○ Manage Accounts Receivable and invoice all parties monthly for lease, technology and childcare payments ○ Oversee the reconciliation of the monthly bank statements and corrections ledgers ● Payroll <ul style="list-style-type: none"> ○ Process payroll and maintain payroll records | | | |

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- Process information from payroll system to General Ledger
- Audits
 - Schedule and assist with the audit in any way requested
 - Submit accurate financial records for annual audit according to church policy
- Records & Support
 - Maintain and store the financial records according to record retention policies
 - Resolve ad hoc systems issues on church's data base and financial system(s)
 - Perform PCI compliance activities to support payments processed by third parties
 - Fulfill ad hoc requests for bankers and auditors
 - Member of Stewardship Team for Annual Stewardship Campaign and other financial campaigns
 - Work with financial institutions and advisors to ensure debt structures are the most effective and efficient to ensure debt reduction.
 - Monitors income from offerings and investments as well as expenditures with the Finance Committee. Works to establish effective policy for purchases, credit card use, etc.

Facilities Management

- Serve as staff liaison to Board of Trustees, including but not limited to facility issues and legal support
- Assist in general oversight and security of buildings and grounds maintenance, ensuring safe, clean and proper order of facilities including regular inspection of premises for areas of need or concern
- Aid in development of facilities' usage policies and maintain the policies established
- Issue fobs and keys
- Maintain an inventory of church property and equipment
- Respond to office and ministry service and maintenance requests
- Manage all insurance policies and needs.

Other

- Manage departments and staff as assigned
- Other duties as assigned

QUALIFICATION AND EDUCATION

- Demonstrated proficiency in Microsoft Office
- Knowledge of basic accounting systems
- Bachelor's degree in finance, accounting or related field, or equivalent experience desired
- 5+ years' experience in administration or management field desired

PREFERRED SKILLS

- Independent, strategic thinker
- Confident, self-motivated, excellent problem-solving skills
- Strong verbal and written communication skills
- Ability to keep confidentiality
- Demonstrated Cooperation/Teamwork
- Focused, reliable, responsive to request and strong attention to detail

DISCIPLESHIP EXPECTATIONS

We expect our staff to be engaged disciples of Jesus Christ. At Woodlake UMC, discipleship is based on the following five words.

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|----------------|-------------|--------------|-------------|--------------|
| WORSHIP | GROW | SERVE | GIVE | SHARE |
|----------------|-------------|--------------|-------------|--------------|

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| <ul style="list-style-type: none"> • Attend weekend worship 42 times a year • Practice gratitude daily | <ul style="list-style-type: none"> • Engage in a small group or class at least one time a year • Pray and read the Bible daily | <ul style="list-style-type: none"> • Serve one per month (inside or outside Woodlake UMC) • Perform daily acts of kindness and justice | <ul style="list-style-type: none"> • Give financially to the church with the goal of tithing • Practice generosity daily | <ul style="list-style-type: none"> • Invite 5 people to Woodlake UMC each year • Prepare daily to share your faith |
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ADDITIONAL NOTES

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.