



Position Description

Title: Business Administrator
Reports To: Executive Presbyter

Job Summary:

This full-time position is established to fulfill presbytery finance and administration requirements as expressed in the *Book of Order G-4.0101 and G-4.0102* (to “receive, hold, encumber, manage, transfer property, real or personal, for and at direction of the council” – or in our case, the *Presbytery Leadership Collegium*). This position is staffed in accordance with the personnel policies of the presbytery by means of a selection process of the Personnel Committee with the approval of the Presbytery Leadership Collegium. The business administrator is the primary staff resource for the work of the Trustees of the Presbytery of Philadelphia. In conjunction with the Trustees, this person is responsible for oversight of the management and preservation of all assets and properties of the presbytery.

As a member of the Presbytery Executive Team, the business administrator will contribute to the overall vision and strategic direction of the Presbytery.

The business administrator is responsible for assuring that the following areas of responsibility are addressed and implemented by the appropriate committees and task forces, providing the necessary leadership, support and resources for their completion.

Duties and Responsibilities:

Financial Management and Oversight

- Oversee and manage fund accounting and payroll and benefits administration for the presbytery and its affiliated ministries.
- Serve as primary staff resource for the Commission on Financial Management (Trustees).
- Serve as treasurer for corporate entities established by and within the presbytery.
- Oversee management of the presbytery's assets, investment portfolios, insurance coverage, and annual audit.
- Develop annual budget in partnership with the Commission on Financial Management, Executive Presbyter, the Presbytery Leadership Collegium, and other appropriate committees.
- Develop and implement the presbytery's stewardship and interpretation efforts – in collaboration with Executive Team and Presbytery Leadership Collegium.
- Consult with sessions and trustees of congregations in the areas of property and finance upon their request.
- Serve as a resource for clergy and lay leaders in church-related finance, accounting, tax and property issues.



Office Operations

- Supervise the work of the accounting, property, and IT personnel.
- Oversee maintenance and improvement of the presbytery building, equipment, furnishings, and supplies.

Property Management

- Oversee management of presbytery-owned property – in partnership with Trustees and the property manager.
- Manage contractual and financial relationships with independent contractors providing engineering and construction services as related to presbytery properties.
- Provide for the maintenance of and ownership transition of property involved in the dissolution of congregations.

Technology/Computer Systems

- Supervise the maintenance and improvement of the presbytery's computer systems and equipment.

Required Knowledge and Skills:

- Knowledge of the Presbyterian Church (USA), its polity and theology
- Sensitivity to diversity in ethnicity, culture, race, gender and theology
- Experience in financial and property management, including accounting, investment and insurance matters and risk management
- Understanding of stewardship and funds development with regards to mission interpretation.
- Demonstrated skills in working in collaborative leadership
- Demonstrated skills in staff supervision.
- Demonstrated interpersonal skills and problem-solving ability
- Demonstrated skills in planning and organizing work, establishing priorities; encouraging and equipping others to accomplish goals and objectives
- Proficiency in use of up-to-date office management software
- Strong written and verbal communication skills
- Knowledge of accounting systems (SAGE preferred)

Education

Masters of Business Administration or Bachelor of Arts/Science with equivalent experience.

Evaluation:

Evaluation is an on-going process. The Business Administrator will have an annual performance review conducted by the Executive Presbyter in partnership with the Committee on Personnel.

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Rev. Ruth Faith Santana-Grace
Executive Presbyter

Rev. Kevin Porter
Stated Clerk