

BUSINESS ADMINISTRATOR

A. Primary Function – The Business Administrator (BA) shall be responsible for the management of finance and budgeting, human resources, office operations, technology, and facilities. The BA shall serve in this ministry of administration with an understanding of and a commitment to Augustana's mission to proclaim to all the gift of Jesus Christ.

B. Line of Responsibility – The BA shall be responsible to the Senior Pastor.

C. Areas of Responsibility – The BA shall exercise specific leadership in

- **Finance and Budgeting:**

1. Prepare the annual budget for recommendation to the Finance Committee, with assistance from the Senior Pastor.
2. Provide financial projections and capital improvement plans to assist the Sr. Pastor in planning for future programming and facility improvements.
3. Assist all staff to maintain and stay within budget guidelines.
4. Support the Senior Pastor and others involved in stewardship to maintain and increase streams of revenue to enhance and grow the mission of the congregation.
5. Supervise the Accountant/Bookkeeper in the development, maintenance, and implementation of the churchwide accounting system and disbursement controls. Oversee preparation of monthly financial reports to the Senior Pastor, Church Council and staff.
6. Supervise the Financial Secretary in in the provision of an accurate system for receipts, deposits and quarterly giving statements, and in the generation of monthly revenue reports for use by Church Council and Senior Pastor.
7. With the Senior Pastor and the Finance Committee, ensure the development of financial safeguards to assure the congregation's financial gifts are used wisely and with integrity.
8. Evaluate insurance needs and maintain adequate insurance.
9. With the Treasurer (Finance Committee), manage the investments of the church.
10. Provide information and support to the Audit Committee in their performance of the Annual Audit.
11. Support the Harvest Fund (Endowment) Committee with information and accounting support as requested.
12. Review tax and IRS compliance with the assistance of consultants as necessary.

- **Human Resources:**

1. Work together with the Senior Pastor and the Personnel Committee to develop and maintain employee handbook, be responsible for management of benefit programs and communication with staff as issues arise.
2. With the Accountant/Bookkeeper, manage the payroll for timely and accurate compensation to staff, and ensure timely and accurate reporting to federal and state agencies.
3. Provide salary survey information to the Personnel Committee as requested.
4. Process workers compensation claims.

- **Office Management:**

1. Supervise the administrative support staff and coordinate the administrative functions for other staff.
2. Recruit, hire, manage and evaluate administrative support staff.

- **Technology:**

1. Supervise the Administrative Secretary, who will:
 - a) Provide first-tier technology assistance to staff, with the support of a designated vendor, and
 - b) Arrange for the maintenance of the computer, internet, security, audiovisual, and telephone systems, with the support of designated vendors.
2. Acquire, manage usage, and secure vendors for technology. Plan for future additions or replacement of equipment.
3. With the Administrative Secretary, select and maintain relationships with service providers to provide timely service for the system and or components as necessary.

- **Facility and Equipment Management:**

1. Work with the Senior Pastor and the support staff to keep the buildings, grounds, equipment, and vehicles of the congregation in good and proper condition in order to maintain a safe, pleasant environment for staff members and visitors.
2. Work with the Building and or Finance Committee of the church council to budget and plan future maintenance, improvements and repairs to the facility.

3. Bid, contract, and oversee contractors for maintenance, repairs, and improvements to the buildings.
4. Enhance conservation in facility energy and water consumption, and support initiatives of the congregation's Earth Keepers committee.
5. Supervise the Administrative Secretary in the management and maintenance of all office equipment. Plan for additions and replacements as necessary.
6. Hiring, train, manage and evaluate custodial staff.
7. Work with the Secretary in coordinating the use and rental of the facility.

D. Additional Responsibilities as assigned by the Sr. Pastor.