



Director of Church Administration, Finance and Facilities

Overview/Summary/Supervision

Under the direction of the Pastor of Spiritual Formation & Care (Or current PLT member) and the Board of Elders, the Director of Church Administration and Facilities (DCAFF) oversees all administrative and facility functions of the church as outlined below. The DCAFF will also work in cooperation with the Finance Team, the Pastoral Leadership Team, as well as other volunteer ministry groups to ensure smooth functioning of the church on a daily and long-term basis. A written, annual review will be prepared by the supervising PLT member.

Employment Status: Full-Time, 40-50 hours/week

(Please note: The hours below are estimates as some weeks are busier than others. Since this position is integral to the day to day operations and leadership of the church, it is expected the DCAF will maintain consistent on campus hours.)

Administrative Responsibilities:

Administrative Leadership (10+ Hours)

- Supervise support staff (facilities), providing leadership in areas of individual goal setting and daily accountability. Responsible for the development and administration of a sound personnel system for the support personnel, including up-to date job descriptions and written performance evaluations.
- Actively participate in Staff Meetings and Finance Team Meetings in order to meet workflow deadlines and better serve Ministry and Church Leadership as they create, develop, and implement their strategy.
- Develop and maintain administrative procedures for the handling of congregational data, integrating ministry operations with the church management system (Realm) to ensure current, accurate and complete data on each member and person attending the church's programs, including membership notes.
- Oversee all HR responsibilities of MBC, including onboarding and new hire process (I9, W4 filing, etc.)
- Develop and maintain the Employee Handbook in consultation with FT, assuring that a copy is provided to all new MBC employees and appropriate acknowledgements are maintained.

Financial Responsibilities (15+ hours)

- Oversee the establishment and use of strong budgeting and expense control procedures.
- Oversee the master program (Realm, Openpath, etc.) and facilities calendar managed by the Support Staff.
- Act as liaison between Remote Accounting Partner (RAC, currently Finch) and MBC staff by working with both parties to reconcile financial activity.

- Ensure accuracy and efficacy of Accounting and Financial Services provided by Remote Accounting Partner.
- Provide requested reports from MBC staff or Leadership to their respective party.
- Oversee or gain online access to any and all applications by MBC staff or Leadership upon request.
- Establish quality working relationships with all applicable RAC representatives assigned to the MBC account, as well as MBC staff members and leaders.
- Maintain quality assurance correspondence (by email, phone, or video call) with RAC

Controller Responsibilities:

Weekly Services:

- Process Expense Management transactions and requests for payment by MBC staff.
- Act on all requests from RAC and/or MBC to reconcile any outstanding financial issues.

Monthly Services:

Financial Reporting

- Assist with month-end close by receiving, reviewing and distributing reports to respective staff/leadership.
- Reconcile any outstanding credit card statements with receipts.
- Participate in quality control meetings as necessary to ensure sound financial record-keeping.

Payroll

- Commit to resolving any issues and assisting with updates to changes in payroll (including direct deposit, withholding, record access.)
- Update personnel changes

Quarterly Services:

- Perform Quarterly virtual review with the RAC designated personnel to update any procedures, report information, etc. necessary to maintain sound record-keeping.
- Request any necessary custom reporting.

Annual Services:

- Provide Annual audit management and support.
- Assist with Annual budget revisions and support.

Contact and Access:

- Maintain communications with RAC and designated Senior Level Personnel dedicated to MBC account.

Facilities (15+ hours)

- Oversee Facilities Manager as direct supervisor.
- In conjunction with the Facilities Manager, oversee all facility maintenance and operation (buildings, residential properties, grounds, and vehicles), including both volunteers and contracted services, ensuring the availability of safe, sound, and clean facilities for the church's ministries.

- In cooperation with the Finance Team, oversee lease renewals for rental properties.
- In cooperation with the Finance Team, oversee implementation of appropriate risk management procedures throughout church programs and facilities; including implementation and ongoing management of an effective child care screening program.
- Provide leadership in the determination of appropriate insurance providers (both agents and carriers), and in the selection of coverage levels to provide adequate protection to the people and assets of MBC. Present recommendations for significant changes to the Finance Team for approval.
- Responsible for the development, use, and oversight of an MBC Operations Manual, identifying and proposing additions and updates to all policies and procedures.
- Responsible for the purchase approvals and maintenance of all computer, networking, communications, and office equipment.
- Evaluate and maintain all vendor relationships and insurance-related Contract Renewals.
- Develop procedures for requesting and managing use of the MBC facilities by non-ministry individuals and groups, and administer the use of the facilities by such groups, including setting rates for facility use and ensuring payment.

Qualifications

- Be a member of MBC.
- Meet the biblical qualifications of a Deacon or Deaconess (1 Timothy 3:8-13).
- Be a person of vision for the work of God at MBC, and through it, around the world.
- Have administrative, leadership, personnel, financial and communications skills as demonstrated in prior work experience in either for-profit or not-for-profit organizations.
- Be a growing Christian, diligent in Bible study, prayer, worship and fellowship with the goal of more closely following Christ in all areas of life.

Note: This job description is not comprehensive, the DC AFF may be instructed to perform other responsibilities as deemed appropriate by supervisor.