



Church Administrator (Non-Pastoral)

Riverside Community Church seeks an experienced, organized, and detail-oriented Church Administrator to oversee day-to-day organizational, financial, communications and personnel functions of the church. The ideal candidate will possess proven interpersonal, supervisory and leadership skills, a thorough understanding of human resource functions and processes, experience in working with third-party bookkeepers and/or accountants, proficiency with technology, and a talent for maximizing organizational efficiency.

No pastoral or teaching experience is required, as this is not a pastoral role. Nevertheless, **all employees are expected to maintain behavior & spiritual practice in keeping with the Scriptures**, Riverside bylaws and the Riverside employee handbook.

Preferred Qualifications: 4+ years of successful business leadership experience;

Organizational Structure: The Church Administrator will report to the Lead Pastor. The Church Administrator will serve as the direct “administrative supervisor” for all other staff (currently: two assistant pastors), including but not limited to fulfilling personnel and human resource functions, providing staff with organizational support and approving access to church resources.

The Lead Pastor will continue to serve as the Chief Executive Officer of the Church, and will provide direct spiritual mentorship and advice to the pastoral staff.

Classification: Non-exempt; Full-time

Pay: \$46,000 to \$56,000 (commensurate with qualifications)

DESCRIPTION OF POSITION

I. Day-to-Day Financial Oversight

- Ensuring timely and accurate preparation of the annual budget; competently discussing the church’s financial health and needs with, and presenting the budget to the Elder Board, Lead Pastor, staff, and congregation.

- Ensuring that the church’s cash flow is sufficient to meet the church’s needs through proper expense management and cash flow management.

- Coordinating with bank(s), bookkeeper(s), accountant(s) on behalf of the church.
- Communicating with, and providing support, administrative assistance, and any needed information/documentation to the church Finance Team (led by the Finance Deacon).
- Ensuring the church's financial transparency, including providing regular accurate financial reports as requested by Lead Pastor and/or Elder Board
- Ensuring that accurate and up-to-date financial records and statements are maintained.
- Ensuring that all bank deposits, credits and debits, as well as all credit card expenditures and payments are properly prepared, recorded, and sufficiently justified through documentation.
- Ensuring up-to-date giving data in church management software.
- Ensuring church payroll needs are fulfilled.
- Propose policies necessary to ensure proper handling of church finances.

II. Administrative Supervision and Support for Church Staff

- Managing the progress, performance, and execution of church staff members, consistent with the direction of the Lead Pastor, as well as the leadership and ministry vision, of the Elders.
- Coordinating staff (through providing support, scheduling meetings, etc.) and maximizing organizational efficiency, consistent with the direction of the Lead Pastor, as well as the leadership and ministry vision, of the Elders.
- Leading or co-leading staff meetings from a planning and strategic perspective.
- Evaluating and implementing technological tools such as shared calendars, GroupMe, Google Docs and other software to improve efficiency and effectiveness.
- Propose policies necessary to maximize organizational effectiveness, efficiency, and accountability.

III. Church Facility Oversight and Management

- Overseeing the use of church facilities for all events, consistent with church policies.

- Communicating with and providing support to the Building and Grounds Committee (led by the Building and Grounds Deacon).
- Ensuring the functionality of church facilities, utilities, equipment, and technological services.
- Ensuring sufficient inventory of office material and any other necessary supplies.
- Ensuring cleanliness of the premises, including kitchen organization, by working with janitorial services, and maintaining sufficient cleaning supply inventory.
- Propose policies necessary to ensure preservation and safety of church facilities and grounds.

IV. Communications

- Ensuring the timely preparation of all church communications, including but not limited to weekly e-mails with announcements and church service information.
- Maintaining and updating the church website and mobile application.
- Developing and maintaining (and/or engaging third party to develop and maintain) a consistent and attractive brand aesthetic in church communications, consistent with the direction of the Lead Pastor, as well as the leadership and ministry vision, of the Elders.
- Maintaining the church-wide calendar using the church's management software.
- Overseeing the church's social media presence.
- Propose policies necessary to ensure effective and meaningful communication with congregation and public.