

Job Title: Business Administrator

Reports to: Council Advisory Team

Hours: Full time – 40 hours

Who we are: First Congregational United Church of Christ (FCUCC) is an open and affirming congregation of the United Church of Christ in Appleton, Wisconsin. FCUCC welcomes and affirms the diversity of all people in our community and is committed to inclusiveness and acceptance. We are dedicated to tolerance, justice, service, and exploration, not dogma and rules.

Job Summary: The Business Administrator provides oversight and management of the day-to-day business needs of FCUCC. This position supervises the administrative staff of the church in accordance with the church's organizational structure. As an equal member of the Collective Ministry Team, the Business Administrator collaborates with Church Council to support the ministry of FCUCC.

Supervision: The Council Advisory Team will supervise this employee, with a formal annual performance evaluation.

Essential Duties and Responsibilities:

- Collaborate with all Ministry areas to provide administrative and operational support.
- Attend Facilities, Finance, Human Resources, Technology and Church Council meetings, typically occurring monthly during the evening. Prepare reports for the meetings as needed.
- Work on-site daily, with flexibility to accommodate evening meetings and to allow for direct assistance in instances of heavy workload or staff absence.
- Manage administrative, facilities, and technology personnel, including hiring and termination if needed.
- Perform other duties as assigned by the Council Advisory Team.
- Develop and maintain a personal professional growth and development plan for this role.

Employee Supervision:

- Support professional development and growth opportunities for all staff.
- Identify gaps in administrative positions / responsibilities, alerting the Collaborative Ministry Team to the need for adjustments prior to presentation to Council.

Facilities Management: *Work with church staff and the Facilities Committee to ensure that:*

- A long-term property maintenance and improvement plan is in place.
- Positive relationships with vendors are cultivated so the building and grounds are well maintained and in compliance with local codes and requirements. Obtain and renew applicable certificates and licenses.
- Policies for use of church facilities by internal / external groups are reviewed and followed. Liaise with those groups to ensure that the needs of the Church and groups are being met.
- Safety and security policies relating to the building and grounds are supported.

Technology Oversight: *Work with church staff and the Technology Committee to ensure that:*

- The church's existing technology systems, including audio-video systems, are reviewed, maintained, and updated to support the ministry of the church.
- Positive relationships with vendors are cultivated to assure that the church's technology needs are being met.
- Technology related accounts (e.g., Google, Zoom) are administered.
- Church member databases are up to date.
- Church technology policies (hardware and cloud-based solutions) are reviewed and updated.
- Data integrity / cyber security risks are minimized through review of policies of third-party vendors.

Financial Oversight:

- *Work with church staff, the Finance Committee, and appropriate Church Council members to ensure that:*
 - The annual budget is prepared and implemented.
 - Financial reporting and analysis occurs on a scheduled basis.
 - Church cash flow is managed.
 - Accounting and audit firm relationships are overseen.
- *Work with church staff and the Stewardship Committee to ensure that:*
 - Annual stewardship campaigns are planned, monitored, and completed.
 - Accurate donor statements are sent on a regular basis.

Human Resources: *Work with church staff and the Human Resources Committee to ensure that:*

- Existing benefit policies are reviewed and managed to assure compliance with UCC guidelines and employment law.
- Existing HR-related processes are reviewed for effectiveness. Where processes do not exist, new ones are proposed. Implementation of such processes with staff and the HR committee is supported.
- The employee handbook is regularly reviewed and updated.
- Annual staff performance reviews for all are conducted.

- Confidential employee files of all staff are maintained.
- Effective onboarding processes for all new hires are in place and conducted.

Risk Management:

- Assess insurance coverage needs and costs, and present proposals as applicable to the Collective Ministry Team.
- Ensure that church documents, both paper and electronic, are effectively maintained.

Communications:

- Provide oversight of administrative staff to ensure the church's internal and external communications needs are being met.
- Communicate administrative / operational news to the congregation.

Essential Job Requirements:

- Proficient with Microsoft Office Suite and database writing programs.
- Detail oriented with ability to prioritize work, though with ability to be flexible to accommodate changing needs.
- Ability to maintain strict confidentiality.
- Demonstrates fiscal responsibility.
- Demonstrates desire for continuous learning and improvement.
- Commitment to collaborative teamwork and team building.

Required Experience / Education:

- Minimum 5 years previous finance and administration / leadership experience.
- Bachelor's degree or equivalent experience preferred.

Staff Member Employee Handbook: Employment is subject to the policies, procedures, and rules set forth in the FCUCC Employee Handbook.