

Business Administrator Posting for First Congregational Church of Glen Ellyn

Job Description

First Congregational Church of Glen Ellyn (FCCGE), a member church of The United Church of Christ (UCC), a progressive and welcoming church is seeking applicants for our fulltime Business Administrator position. The Business Administrator oversees the development and execution of both the business office and financial management functions for FCCGE. The ideal candidate would be able to start June 1, 2018.

Core responsibilities:

- Managing office operations, including correspondence, work flows, scheduling, daily facility cleaning and facility emergencies.
- Administering, maintaining and recording financial information, including records relating to contributions, investments, payables and financial reporting.
- Assisting in development of, and compliance with, annual budget.
- In conjunction with an external service provider, administering and coordinating the payroll function for all Church staff.
- Supervising and coordinating office support staff and volunteers.
- Along with the Facility Manager, supervising the Church Sexton.
- Managing and maintaining office supply inventory.
- Together with the Facility Manager and Church Sexton, coordinating the management and maintenance of the facility supplies.
- Representing the church in banking and financial institution relationships, including insurance benefit providers.
- Working with Church Treasurer.
- Along with Facilities Manager and Administration & Property Committee, participating in the evaluation and management of the office system technology and vendors.
- Carrying out such other duties as assigned by the Senior Minister.

Desired Education, Skills and Experience:

- College degree preferred.
- Work or volunteer experience in church or other ministry settings.
- Computer skills, including proficiencies in Word, Excel, and Quickbooks.
- Ability to maintain confidentiality.
- At least 5 years of business office and financial management experience.
- Experience in personnel management.

Salary

Salary dependent on history and experience, with minimum starting salary of \$42,000 (plus benefits).

Preferred Start Date: June 1, 2018

If you know of someone who might be interested in applying for the position, please have them submit their coverletter and a resume to employment@fccge.org.