

TITLE: Business Administrator/Treasurer for Providence Presbytery

EMPLOYMENT STATUS: Part Time, approximately 30 hours per week

PURPOSE: To oversee the finances of the Presbytery and provide administrative assistance to the staff and teams of the Presbytery.

ACCOUNTABILITY: This position is accountable to the Presbytery through the Personnel Committee of the Community of Hope.

RESPONSIBILITIES:

1. Office Administration

- Purchase and maintain office equipment and supplies.
- Purchase and maintain computer hardware and software.
- Maintain the Presbytery's calendar, databases, and staff background checks.

2. Financial Administration

- Maintain all aspects of accounts receivable, receipts, and expenditures.
- Financial Reporting
 - Obtain and distribute tax forms (e.g. W-2, W-4).
 - File quarterly and annual state and federal reports.
 - Create monthly financial reports, including but not limited to: reserve fund accounts, bank reconciliation, Unified Financial Reporting to General Assembly, Synod and Presbytery financial reporting, monthly reports to the Communities of Care.
 - Coordinate budget matters with the Community of Hope.
- Maintain Church Benevolence Giving records and send reports to congregations.
- Communicate with churches regarding statistical reports and assist churches in filling out forms when necessary.
- As Treasurer and bookkeeper, complete accounts payable.
- Connect staff and congregations with Board of Pensions liaisons, as needed.

3. Program Support

- Maintain and update personnel information.
- Assist in support for presbytery meetings (set up, registration, etc.)
- Provide assistance to Executive Presbyter, Stated Clerk, and other staff as requested.

4. Insurance

- Coordinate coverage for the Presbytery.
- Obtain certificates for subcontractors and vendors.

5. Member of a Cooperative and Supportive Staff Team

ESSENTIAL SKILLS, GIFTS, AND EXPERIENCES

Thorough knowledge of denominational structures, processes, and resources.

1. 3-5 years on the job financial experience
2. Proficient with current office technology and software, virtual meeting software, and social media.
3. Well organized, an effective communicator, flexible, works in a timely manner.

4. Triage and prioritizing skills.
5. Proven ability to develop interpersonal relationships cross-culturally and interculturally. Exhibit intercultural humility and predisposition to consider others' interests.
6. Demonstrated ability to assist in mediating disputes and conflict resolution approaches leading to transformed relationships.
7. Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges. Non-anxious presence in times of grief, stress, and conflict.
8. Willingness and zeal for alternative approaches.
9. Observes healthy boundaries, spiritual practices, and self-care.

EVALUATION: Annual review and evaluation with the Personnel Committee of the Community of Hope.

TERMS: This person is elected for an indefinite term, subject to termination in accordance with the *Book of Order* and Personnel Policies of Providence Presbytery.

(draft update 7/31/23 DHM)

Benefits and Salary Info:

Job is for approximately 30 hours per week.

Benefits do not include Board of Pensions or insurance, as it is part time.

Allowance of no more than \$1000 per year for mileage for travel to meetings and Presbytery meetings. No continuing education allowance at this time.

Total Package max = \$60,000 depending on experience

\$50,000 would be contracted at 4,166.66 per month

\$55,000 would be contracted at 4,583.33 per month

\$60,000 would be contracted at 5,000.00 per month

(added EWB 5/20/23 with info from Admin)