

**FIRST PRESBYTERIAN CHURCH OF GARDEN GROVE**  
**11832 Euclid St., Garden Grove, CA 92840**  
**Business Administrator Position Description**

**I. TITLE**

*Business Administrator.* (30 hours weekly) support staff employee,  
\$15 - \$18 per hour. (Monday – Friday 8 am to 2:30 with a 30 min lunch.)

**II. PURPOSE AND SCOPE**

To perform all business and administrative functions in support of the church under the direct supervision of the Pastor as Head of Staff and Administrative Ministry.

**III. QUALIFICATIONS**

- a. Proficiency using computer software and related applications for word processing, publishing, spreadsheets, media presentations, and databases. Programs currently used at this church include Microsoft Word, Publisher, Excel, and Media Shout, and Church Windows.
- b. Demonstrated proficiency with Quicken, and business related financial and accounting experience.
- c. Possess office managements skills to organize and maintain records and files, prioritize work, follow through on details, and meet deadlines, all with minimal supervision.
- d. Ability to multi-task and handle several projects at a time with effective interpersonal skills to relate to a variety of personalities.
- e. Effective phone etiquette skills and ability to direct phone calls to appropriate staff.
- f. Operate and troubleshoot general office equipment such as copy and folding machines.
- g. Experience with supervision of at least 2 employees.

**IV. RESPONSIBILITIES AND DUTIES**

**1. FINANCIAL**

- a. Serve as Head Financial Secretary.
- b. Receive, review and process invoices according to church policies.
- c. Interface with payroll agency and any other professional service for church.
- d. Perform bookkeeping functions using accounting software.
- e. Interface with Church Treasurer to ensure the accuracy of monthly financial statements.

**2. FACILITY OPERATIONS**

- a. Supervise Custodian, Shower Plus Ministry Director, and office volunteers.
- b. Liaison to Administrative Ministry for all facility operation issues such as facility and equipment maintenance, insurance coverage and claims, and facility usage.
- c. Purchase and maintain adequate inventory of supplies and equipment relating to facility operations.

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- d. Interface and coordinate with Vietnamese Presbyterian Church, Chapman Montessori Director, vendors, misc. non-profit renters, service repair personnel and contractors related to facility issues.

### **3. ADMINISTRATIVE**

- a. Prepare and process church bulletins, Media Shout presentations, special inserts, church calendar, annual report, and letters to the congregation.
- b. Prepare and mail visitor cards, membership update requests.
- c. Update weekly attendance records and produce reports as needed.
- d. Update church membership and produce directories and mailing labels as needed.
- e. Process and distribute monthly newsletter *The Messenger*.
- f. Manage and update the church web site.
- g. Interface with agency personnel to ensure compliance with all applicable regulations, such as local, state, and church regulators; employer, safety, and financial.
- h. Maintain employee files including attendance, vacation and study leave records.
- i. Maintain official church and Session records, working with Clerk of Session.
- j. Other duties as assigned by the Pastor and/or Administrative Ministry

**RELATIONSHIPS:** This position relates to the Pastor, Clerk of Session, Session Ministry Moderators, Moderator of Deacons, church members and all outside contacts. It requires maintaining confidentiality and the ability to work independently with minimal direction and supervision.

**EVALUATIONS:** Administrative Ministry will coordinate performance reviews annually.

We are an At-Will Employer. Interested Candidates please email a Cover Letter and Resume to [denise@fpcgg.org](mailto:denise@fpcgg.org) or mail to Denise Cerince at First Presbyterian Church, 11832 Euclid St. Garden Grove, CA 92840.