

POSITION DESCRIPTION

TITLE: Director of Administration and Finance

PURPOSE: Responsible for the overall administrative and business affairs of the church.

QUALIFICATIONS:

Degree in accounting with a minimum of 10 years of non-profit financial and administrative management experience; MBA preferred.

1. Ability to work in a church and support its mission.
2. Superior interpersonal skills and the ability to relate to a wide range of persons including Session, a Board of Trustees, staff, church members, church administration colleagues, and independent school leadership.
3. Strong supervisory skills for the management of facility, office, and food service staff.
4. Ability to work independently in consultation with the pastor.

ACCOUNTABILITY:

Accountable to the pastor.

RESPONSIBILITIES:

1. Manage the financial, facility, personnel, information technology, food services, and insurance and benefit programs.
2. Supervise accounting procedures of the church and all of its associated programs including the Day School (DS) and the New York City Children's Chorus (NYCCC). This includes preparation of monthly financial reports, analysis, journal entries, check signing, and recording and allocating investment activity.
3. Prepare and report financial results monthly to the Session, Board of Trustees, DS Committee and NYCCC Committee. Analyze and review monthly financial statements with the Church Treasurer and report variances.
4. Analyze and inform the Session and Trustees of the long-term implications of current decisions of the Church.
5. Supervise facility management, office support staff, accountant and food services staff.
6. Maintain personnel files and related employee records. Inform new staff of personnel policies and provide updates to all staff regarding personnel policies and practices.
7. Prepare support material in consultation with the church's labor attorney in preparation for negotiating contracts for building services staff with Local 32BJ. Manage the contract and manage personnel problems and arbitrations arising from contract disputes.
8. Prepare and manage the annual financial audit in collaboration with the Audit Committee of the Board of Trustees and the school year financial review of the DS with the DS Committee's Budget and Finance Sub-Committee.

Please send resumes to AdministratorSearch@mapc.com.

9. Prepare the annual budget in consultation with professional and pastoral staff, the committees of Session and the Board of Trustees. Prepare the annual school year budget in consultation with the director of the DS and the DS Committee's Budget and Finance Sub-Committee. Review the NYCCC's budget with the Director of Music.
10. Support the various committees of Session with timely financial reports. Staff the Board of Trustees' Finance, Investment, Building and Grounds, Insurance and Audit Committees.
11. Review and approve building repair proposals and manage capital projects in consultation with facilities management and the Building and Grounds Committee.
12. Review, renew or obtain new maintenance contract proposals for HVAC, elevator, pest control, building management systems (BMS), and fire alarm system maintenance and monitoring.
13. Manage the procurement of office and building cleaning supplies and equipment.
14. Manage the use of our facilities both internally and externally with the assistance of the office manager.
15. Attend conferences and webinars as required to keep current with the latest labor laws and various city, state and federal regulations.
16. Manage the membership and stewardship functions with the assistance of the accountant and office manager.
17. Perform annual staff evaluations including a self-evaluation with the pastor.

SALARY AND BENEFITS:

1. Competitive salary.
2. Medical, workers compensation, short-term disability and life insurance as described in the Church Personnel Handbook.
3. Four vacation weeks, ten sick days and two personal days per calendar year.
4. Flexible spending accounts for dependent child care, medical, dental and vision care, and public transportation.
5. Church provided 403(b) plan after one year of service and immediately for employee self-funded plan.