

JOB POSTING – ADMINISTRATION MANAGER

OBJECTIVES OF THE POSITION:

1. To create and maintain a ministry-centered and efficient administrative operation that supports the pastoral team and ministries.
2. To oversee the finance, personnel, contract administration and property management functions of the church.
3. To supervise and co-ordinate the functions of the church administrative and building maintenance staff.

REPORTING RELATIONSHIPS:

1. The Administration Manager reports to the supervisor, the Senior Pastor.
2. The Administration Manager takes direction from and provides ongoing support to the chair of the Board of Directors, the Deacon Board, the Administration Board and the Personnel Committee.

SUMMARY OF KEY RESPONSIBILITIES:

1. Provide administrative leadership to the Church Office to ensure its smooth operation.
2. Supervise and manage the work of the administrative and custodial staff to ensure the office and property are adequately supported during operation hours.
3. Develop, implement, review and update administrative processes and policies that support the mission and ministries.
4. Develop and maintain a church operation manual to consolidate all existing policies and procedures, and to review and update this manual at least once a year.
5. Coordinate with pastors to ensure effective and efficient use of the administrative staff and resources.
6. Work with the Treasurer to ensure sound financial management and stewardship of Church finances and assets.
7. Prepare, under the direction of the Treasurer and Chairs of the Administration Board and the Board of Directors, the financial statements, budgets, annual income and expense budgets, tax returns, tax claims (e.g. HST) and other statutory filings.
8. Coordinate and provide support to the external auditor for the preparation of the annual audited financial statement, and to rectify any reported deficiencies and implement any recommendation as required.
9. Manage the procurement and purchasing activities of the Church.

10. Maintain an inventory of the Church's property, equipment and assets and to ensure proper record keeping of all church documents in accordance with legal requirements and established procedures and guidelines.
11. Work with the Personnel Committee to prepare the annual personnel budget, to ensure effective employee evaluations and to maintain fair compensation and benefits for all staff.
12. Coordinate with CBOQ to administer the employee benefits, pension and insurance programs. Coordinate payroll activities with the payroll administrator, Ceridian.
13. Coordinate the recruitment of Church personnel as required.
14. Oversee and maintain the computer, telephones and audio-visual systems, including regular and complete back-up of the information system/database.
15. Responsible for safety and security on property, including compliance with Fire Code and building safety regulations.
16. Oversee the regular maintenance to heating, venting, air conditioning, plumbing, lighting and other operating systems.
17. Maintain adequate insurance on Church property and against third party liabilities,
18. Attend ministry, board or committee meetings as required

QUALIFICATIONS:

Bachelors Degree in finance and administration or equivalent work experience

5 to 7 years experience in business administration and management

Demonstrated knowledge, competency and experience in areas such as

- human resource management,
- accounting, budgeting and financial control
- property management, building maintenance, project management

Skill in collaborative conflict resolution and ability to view issues objectively

Ability to work independently and to exercise sound judgment in determining priorities and in making decisions in compliance with church policies and applicable legislations

Ability to establish and maintain effective working relationships with congregation, staff and external organizations

Excellent oral and written communication skills. Ability to speak both Cantonese and Mandarin and to write Chinese an asset

APPLICATION DEADLINE: September 30, 2010.
Please send application to vincentching@rogers.com.