

Graham Memorial Presbyterian Church
Business Operations Director
Job Description

DEFINITION:

The Business Operations Director shall be a member of the staff who manages the daily operations while implementing long-term strategies working towards achieving business goals.

PURPOSE:

To provide a central point of contact for church leadership, staff and all campus guests. The Business Operations Director is responsible for managing the property, maintaining the business accounts and maximizing efficiency to reduce costs.

ACCOUNTABILITY:

Accountable directly to the Senior Pastor and Personnel Committee.

QUALIFICATIONS:

1. Minimum one (1) year business administration experience or equivalent.
2. A self-starter who works amicably in conjunction with volunteers, project managers, church leadership, and church staff.
3. An ability to organize information, multi-task, and manage the high demands of day-to-day operations.
4. Knowledge and experience using computers (e.g. Microsoft Windows, Microsoft Office 365, Microsoft Teams, Church Management CRM, and Adobe Creative Suite).

RESPONSIBILITIES:

1. Manage the day-to-day office operation as the primary point of contact for all church leaders, staff and guests by answering incoming calls, voice-messages, emails and walk-ins. When necessary, direct communication to appropriate staff or church leadership.
2. Schedule all facility use for committees, events, and maintenance.
3. Maintain all facilities, making sure they are safe and in excellent working condition.
4. Coordinate with property committee and outside vendors to ensure the maintenance and up-keep of all facilities and buildings (e.g. bathrooms, doors, lights, railings and windows).
5. Manage all business accounts, coordinating with finance, personnel and check signers ensuring all bills and obligations are processed in a timely manner. Record all login and password data for online accounts.
6. Collect all timecards to be submitted for payroll processing and communicate all time card due dates to staff.

7. Review expense reports and manage all expense report archives for audits.
8. Participate in all Finance Committee meetings and assist in the development of annual budgets as directed by the Finance Committee Chair.
9. Review, organize and communicate all Session, Deacon and Committee action items to staff and respective church leadership.
10. Manage, provide training, and update the SimpleChurch online database.
11. Support pastor(s), program staff, and church leadership as needed.
12. Partner with Communication Director, ensuring all events and details are published in a timely manner.
13. Participate in weekly program staff meetings and Christian book studies to develop and enrich spiritual growth and staff relationships.
14. Supervise the Groundskeeper by devising and overseeing daily task schedules. Offer guidance and training as needed to ensure the Groundskeeper effectively fulfills their responsibilities. Collaborate with fellow staff members and volunteers to guarantee that the Groundskeeper's daily duties encompass proper facility setup, event preparation, and essential maintenance tasks.
15. Supervise the Church Office Receptionist by overseeing daily tasks, providing training as needed, and conducting regular employee reviews.
16. Supervise the Bookkeeper by reviewing all expense reports, financial accounts, and financial requests. Participate in employee reviews as requested.
17. Supervise the Accountant by reviewing all yearly giving statements, assisting with financial databases as requested, and providing oversight for annual pledge campaigns.
18. Supervise each aspect of the church's IT capabilities by liaising with contractors, assisting with technology transitions, remedying technology problems, and regularly providing IT updates.
19. Serve as the Human Resources department, responsible for managing all employee paperwork, overseeing the onboarding process for new hires, and ensuring adherence to all local and federal employment regulations.
20. Order all necessary supplies, ensuring supplies are present and costs are within budget.

RELATIONSHIPS:

Relates to the Senior Pastor as Head of Staff. Supervises groundskeeper, bookkeeper, accountant, and all contractors including landscapers, IT support companies, repair contractors, etc.

SALARY RANGE:

\$25 - \$28 per hour

EVALUATION:

A yearly performance review will be conducted by the Senior Pastor and the Session through its Personnel Committee. The Personnel Committee also performs an annual review of the adequacy of compensation.

Send Resumé and two (2) References to:

Graham Memorial Presbyterian Church
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(619) 435-6860
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