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**Resurrection Lutheran Church**

**JOB TITLE:** Operations Administrator **DATE:** August 15, 2023

**FLSA STATUS:** Exempt

**JOB PURPOSE:**

The Operations Administrator ensures that the administrative functions of Resurrection Lutheran Church (RLC) run efficiently and addresses any inefficiencies. Additionally, the Operations Administrator works closely with RLC leadership and Council to balance daily operations with RLC’s long-term goals.

**RESPONSIBILITIES will include but not limited to:**

1. Manages administrative and property functions of RLC and identifies and addresses areas for process improvement.

a. Supervises full-charge bookkeeper and administrative assistant and ensures the monthly and annual financial reports are timely and accurate.

b. Provides human resources functions for RLC and collaborates with the Human Resources Committee.

c. Supervises property manager to ensure property and facilities are safe, maintained, and set-up timely and appropriately for services and special events. In addition, executes contracts through an established bidding process.

2. Collaborates with Council and leadership to develop and implement strategies and plans that align with the short- and long-term objectives of RLC.

3. Ensures that insurance policies (i.e., worker’s compensation, health insurance and property insurance) are reviewed and/or negotiated annually and submitted to Council for approval.

4. Monitors purchases of equipment, furniture, supplies and other items of significant expense.

5. Interacts and supports various committees including, but not limited to, Generosity, Finance, Human Resources and Property Committees. Attends meetings as required.

6. Prepares and submits RLC’s annual budget to the Finance Committee and Council for approval. Implements and monitors approved budget.

7. Coordinates submissions for, publication and distribution of the Annual Congregation Report.

8. Ensures compliance with federal, state and local regulations.

9. Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s Degree in business, business management, project management or similiar. (Extensive experience may be substituted for college degree.)

2. Five (5) or more years experience in a similar position.

3. Experience working in various fields, particularly accounting, human resources and/or property management, is strongly desirable.

4. Experience in a church, church-related or non-profit organization is desirable.

**SKILLS AND TALENTS:**

1. A clear testimony of faith and a vital, personal and growing relationship with Christian beliefs evidenced by attitude and behavior.

2. Excellent leadership skills, with steadfast resolve and personal integrity.

3. Excellent critical thinking, analytical and problem-solving skills

4. Excellent communication skills and ability to build a highly inclusive culture that ensures team members thrive while achieving RLC’s short- and long-term goals.

5. Excellent supervisory skills, including but not limited to setting measurable goals, coaching and rating performance.

6. Understanding of business practices and regulatory issues.

7. Proficient in Microsoft Office, Quickbooks and ability to learn church databases

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

1. Must be available to work variable hours including an occasional weekend and evening.
   1. Employees are expected to attend either a Saturday evening service or a Sunday morning service a minimum of six (6) times a year to engage with the congregation.
   2. Employees are expected to be available for services and special events during Holy Week and Christmas Week.
   3. Employees are encouraged to be available for special events including but not limited to Fall Festival, Synod Assembly (when hosted by RLC) and Installations.

2. Sedentary work that primarily involves sitting/standing.

3. Prolonged periods sitting at a desk and working on a computer.

4. Must be able to lift up to 15 pounds at times.

5. No adverse environmental conditions expected.

**REPORTS TO:**

Lead Pastor

**APPROVED BY:**

**DATE APPROVED:**

By my signature, I acknowledge that I have received a copy of the job description for my position.

**EMPLOYEE ACKNOWLEDGEMENT:**

**DATE RECEIVED:**