**BETHEL LUTHERAN CHURCH**
**MADISON, WI**
AUTHORIZED POSITION DESCRIPTION

# Director of Administration

**POSITION SUMMARY:** This position is a senior leadership position serving on the Executive Committee and reporting to the Lead Pastor with a dual focus as Controller and Operations chief. It includes daily and long-term management of the financial resources of Bethel Lutheran Church in collaboration with Bethel's Staff, Council, Resource Teams (Finance, Property, Human) and Ministry Teams to maintain organizational and operational health for the purpose of achieving strategic goals.

**POSITION STATUS:**

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| PART-TIME/FULL-TIME: Full Time | HOURLY/SALARY/OTHER/VOLUNTEER: Salary |
| HOURS PER WEEK: 40+ | BENEFIT ELIGIBILITY: Yes |
| JOB CLASSIFICATION: Exempt | FUNDING SOURCE: Acct # |

**MAJOR RESPONSIBILITIES:**

As Controller, the Director of Administration will:

- Oversee and insure that GAAP (General Accepted Accounting Principles) is maintained at all times; use internal controls and accounting procedures to ensure that all income and expenses are properly accounted for and reported.
- Oversee the prompt payment of all financial obligations;
- Maintain and enforce the documented system of accounting policies and procedures;
- Lead the preparation of the annual budget in collaboration with staff, ministry/resource teams, and the Finance Resource Team;
- Generate accurate and timely financial reports;
- Perform essential duties relating to payroll, including managing outsourced functions;
- Collect, consolidate, analyze, and summarize financial data and trends;
- Maintain Bethel's tax-exempt status and compliance with all required tax reporting (i.e., UBIT, property, payroll, etc.);
- Monitor the annual budget including investigating budget deficiencies, and reporting variances to the Treasurer, Lead Pastor, and Finance Resource Team;
- Conduct and/or arrange for financial audits (internal and external), work with accounting professionals during the audit process and follow-up.

As Operations Chief, the Director for Administration will:

- Maintain continuous lines of communication with the Lead Pastor;
- Support personnel actions by ensuring all HR functions, budgeting, and grant proposals are properly performed;
- Assist in the protection of the organization by ensuring it is legally protected and

by ensuring compliance with all applicable laws and policies;
- Coordinate with all Teams in the development, maintenance, and updating of all church policies;
- Supervise assigned staff and carry-out supervisory responsibilities in accordance with the congregation's policies;
- Facilitate the on-boarding process for every employee;
- Direct and coordinate the annual evaluation of all supervised staff in collaboration with the Human Resources Team, placing written documentation of all employee evaluations and disciplinary actions in the appropriate personnel file;
- Consult with the Human Resources Team to address personnel complaints and resolve problems. When needed, terminate employees in consultation with the Lead Pastor and Human Resource Team;
- Provide support and strategic partnering for separately incorporated Bethel entities such as Horizons, Bethel Foundation, Steensland House, BCSF, etc.;
- Encourage and support operational staff development and continuing education;
- Oversee the maintenance and repair of the facilities and grounds in collaboration with the Building Manager and Property Resource Team.

**KNOWLEDGE/SKILL/ABILITY:**

- Clear, observable leadership ability;
- Ability to work well with others;
- Demonstrated ability to plan, organize, and analyze;
- Proficiency, or the capacity to quickly develop proficiency, in Microsoft Office including Word, Excel, PowerPoint, and Realm church management software;
- Demonstrated ability to write and speak effectively to and with diverse audiences;
- Skills and experience in conflict management and volunteer coordination;
- Demonstrated ability to multitask and work with a diverse work force

**QUALIFICATION REQUIREMENTS (INCLUDES EDUCATION):**

- Bachelor's degree from an accredited university or college in Accounting, Finance, or Business Administration. A CPA license is preferred but not required, and special consideration will be given to an advanced degree in finance, accounting or business;
- Adherence to the theology and values inherent in Bethel's mission and values;
- Minimum of 10 years' experience in a similar role for a non-profit organization.

**RELATIONSHIPS:**

RESPONSIBLE TO (REPORTS TO): Lead Pastor
RESPONSIBLE FOR (DIRECT REPORTS):Operations Support Specialist, Building Manager, Bookkeeper, Director of AV Support
SUPPORTING RELATIONSHIPS: Works with other ministry staff and teams in a collaborative manner for mutual support