

First Unitarian Society of Ithaca, NY Congregational Administrator Job Description

JOB SUMMARY:

Reports to: Minister

Status: Exempt; Full-time (35 hours per week, mid-August through mid-June and approximately 10-12 hours/week mid-June through August). During the regular church year the hours are Monday through Friday, 9:00 am to 4:00 pm.

Compensation and Benefits: Salary is based upon UUA fair compensation guidelines commensurate with experience. .

QUALIFICATIONS: The First Unitarian Society of Ithaca is a mid-size Unitarian Universalist congregation with about 300 members. The Congregational Administrator supports the mission and vision of FUSIT by ensuring the smooth operation of the office and programs of the church. They have, first and foremost, an exceptional ability to work effectively with people, both in person and on the telephone. Excellent verbal and written communication skills are required. In addition, they have good knowledge of general bookkeeping and good supervisory skills, the ability to key at approximately 50 words per minute, and experience and interest in computer hardware and software. They are familiar with current computer systems, and demonstrate willingness to recommend and learn system upgrades. The Congregational Administrator must have considerable initiative and a willingness to make decisions, act independently, and supervise others. They must also be able to see that tasks are completed in a timely fashion

ESSENTIAL FUNCTIONS:

Board of Trustees (5%):

- * Assembles and distributes Board mailing and other material.
- * Maintains complete and well-organized files of Board minutes and other important documents.
- * Works with the Treasurer and Bookkeeper to maintain the church's general ledger, payroll records, and individual pledge/contribution records.

Buildings and Properties (30%):

- * Responds to requests for use of the facilities of the church in accordance with the existing usage policy. Refers unusual requests to the senior staff for discussion. Produces contracts and invoices, maintains accurate records of all fees, fee receipts, and persons responsible for any non-church use of the facilities.
- * Sets the heat schedule in all buildings to be at an appropriate temperature when the rooms are to be used.
- * Monitors and keeps accurate records of locks, keys, and their distribution. Issue keys as necessary. Is responsible for changing combination door lock on a regular basis.
- * Coordinates logistics with renters, staff, and building resources.

Finance (5%):

- * With the Finance Committee, develops and implements financial policies and procedures, including, a. the security of Sunday offerings and other cash receipts, b. purchasing, including

use of credit cards, etc.

- * With the Treasurer and Bookkeeper, prepares and interprets monthly, annual, and special reports for the Finance Committee, Board, and congregation.
- * Oversees maintenance by the Bookkeeper of financial operations and records.
- * Identifies financial problems, such as unauthorized over-expenditure of any accounts, and assists in developing proposed solutions.
- * Manages church insurance policies and claims reporting
- * Tracks stewardship pledges and billing
- * Supervises Bookkeeper
- * Coordinates electronic billing and receipts

Human Resources (10%):

- * Serves as an ad hoc member of the Personnel Committee
- * Oversees the church's Human Resources program, including monitoring of employee salaries and benefits and periodic review and revision of the Employee Handbook
- * Manages and administers the employee benefits program
- * Maintains necessary personnel records
- * Manages payroll submissions
- * Supervises and conducts performance appraisals of custodial and support staff members

Communications (30%):

- * Oversees the preparation of the monthly newsletter for publication
- * With the aid of the Minister, the Director of Religious Exploration, the Music Director and appropriate other individuals, prepare the Sunday Service programs for printing
- * Answers the telephone, transfers calls, takes messages. When possible, responds to requests made by callers
- * Greets visitors to the church office; answers their questions or provide information; screens visitors when appropriate
- * Collects, sorts, and distributes mail. Ensures that bills are promptly given to the bookkeeper to prepare checks
- * Is responsible for the accuracy and timeliness of the Church website as a whole, and makes updates as needed

Miscellaneous (20%):

- * Is responsible for maintenance of all office computers, printers, copiers, and other office equipment. Makes decisions, in consultation with minister and other senior staff for upgrading or adding to office equipment as needed
- * Maintains an up-to-date list of all Church members and active participants, including names, addresses, and telephone numbers, etc. The Minister, Director of Religious Exploration, chairs of various teams, and President of the Board should receive up-dated listings as they are developed. From these listings, an annual Church Directory should be prepared
- * Keeps a record of Sunday Service attendance, which is supplied by church ushers
- * Maintains the church calendars (Web): schedules all events to be held in church facilities, church sponsored or not, and all other events sponsored by the church held away from the facilities
- * Establishes and keeps accurate files of church publications, information, and correspondence
- * Maintains church office supplies, including postage and petty cash. Orders supplies for staff or committees when necessary
- * Attends staff meetings and prepares agendas and materials for these meetings
- * Coordinates with UUA and other church Administrators.

Core Competencies:

- Excellent Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- Self-Development – Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others finds satisfying.
- Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- Team Orientation: demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.
- Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Minimum Qualifications:

- Bachelor's Degree preferred
- 5 years office management or equivalent experience
- Familiarity with religious institution environment
- Demonstrated ability to work with minimal supervision

Physical Requirements:

- Able to move freely throughout church buildings
- Able to independently do word processing and other computer applications

CHURCH RELATIONSHIPS: The Congregational Administrator reports to the minister and is encouraged to forge and maintain positive working relationships with the Minister, church staff and lay leaders, members, and visitors.

CONDITION OF EMPLOYMENT: The employment of the successful job candidate is conditional upon receipt of a satisfactory background check.