

Business Administrator, part time

First Presbyterian Church of Hilton Head Island (FPCHHI)

540 William Hilton Parkway

Hilton Head Island, SC 29928

Church website: www.fpchhi.org

Interested candidates should email a cover letter and resume to search@fpchhi.org.

Our Church:

First Presbyterian Church of Hilton Head Island (FPCHHI) is located in the beautiful Lowcountry of South Carolina. FPCHHI strives to serve not just our thriving congregation of 1200+, but also others in our community and beyond with the mission “Changing Lives, Making Disciples” and the vision “Every Member in Ministry”. Our church is part of the Presbyterian Church (U.S.A.).

Position Description:

Oversees and/or performs the financial procedures of the church, including contributions, financial reporting, payables, payroll, budget preparation and other duties described in FPCHHI’s Finance Policies and Finance Procedures. Liaison to Facilities and Finance committees, and accounting and payroll outsourcing firms. This position is part time and on site.

- Reports to Director of Operations
- Exempt position, paid hourly for all time worked
- Compensation Range: \$35.00 - \$40.00 per hour commensurate with experience
- Approximately 20 hours/week, varying by week and season

Qualifications:

- Bachelor’s degree in Accounting or Business Management preferred; experience in business, financial management, ideally with a church or nonprofit organization
- Minimum 5 years of experience in similar positions
- Equivalent and relevant education and/or experience will be considered
- Experience with business and office processes and practices
- Ability to work independently as well as with teams and all levels of staff and volunteers
- Skills in organizing and delegating; evaluating effectiveness of existing methods and procedures; operating variety of office equipment and computer software including Microsoft Office and Adobe; ability to learn new software
- Honesty, integrity, confidentiality, dedication to service, and effective communicator
- Satisfactory completion of a background check and drug screening

Responsibilities:

- **Support Committees and Attend Committee Meetings as Requested**
 - Attend Facilities and Finance committee meetings and others as requested
 - Attend Giving committee meetings; assist committee with Annual Giving Campaign
- **Receipts/Contributions**
 - Oversee counting and deposits of contributions by volunteers
 - Record all pledges, gifts, bequests, and other income, reconcile with accounting system
 - Maintain records for unrestricted and restricted gifts; and send statements and/or correspondence to members and regular contributors

- **Payables and Payroll**
 - Oversee payables processing by volunteers
 - Ensure proper accounting of payables
 - Oversee outsourced payroll service
 - Maintain payroll records including the Board of Pension records

- **Financial Reporting**
 - Work with accounting and payroll outsourcing firms
 - Comply with financial policies and procedures and budget requirements
 - Make journal entries as required
 - Oversee reconciliation of bank and investment accounts, performed by volunteers
 - Analyze and interpret financial data
 - Prepare monthly financial reports (supplemental to financial statements prepared by the outsourcing firm)
 - Provide monthly financial statements with supplemental reports to Finance committee
 - Provide monthly financial reports to ministry chairpersons and staff recipients
 - Prepare preliminary and final budgets to facilitate Finance committee budget process
 - Provide financial data for the annual statistical report

- **Financial Reviews**
 - Assist with annual internal financial reviews
 - Assist with periodic financial audits by CPA firm

- **Facilities**
 - Coordinate capital projects with Facilities Manager and Facilities committee
 - Maintain asset and depreciation records
 - Assist Director of Operations with facility agreements
 - Perform annual risk assessment with committee chairs
 - Annual review of use of facility fees; facility guidelines; and insurance policies
 - Manage the business related to the columbarium (sales, maintenance, expansion)

- **Endowments, Estates and Grants**
 - Assist with activities related to endowments and estates, including interactions with legal and estate representatives, banking, investments, accounting and reporting matters
 - Assist with grant-related activities, including research, application and reporting

- **Other**
 - Maintain relationships with banks, investment firms and investment advisors
 - Assist with preparation of the FPCHHI's annual statistical report
 - Assist with special projects and other duties as assigned by the Director of Operations

9/12/24