

Church Complex Business Administrator for:
St. John Armenian Church
22001 Northwestern Highway
Southfield, MI 48075

Resumes accepted until February 6, 2010
Position scheduled to begin by end of March 2010

Job Description:

Oversee and manage the day-to-day operation of the Church complex with the purpose of sustaining and promoting the mission of the Church now and in the future. This is a full time position with some after hours time required for special meetings with organizations, elected boards, and committees.
Salary and benefits shall commensurate with qualifications presented

Minimum requirements:

This job requires a bachelor's degree or equivalent and 5 years of experience. You may be required to undergo a reference or security check.

Knowledge and abilities:

1. Able to provide professional technical and managerial expertise direction and leadership in the areas of finance, legal and tax issues.
2. Able to organize and manage the people and material resources entrusted to the church. Must be a team builder and communicator.
3. Able to provide creative approaches to managing resources effectively and efficiently resulting in a savings to the Parish.
4. Able to interact with the parishioners with a cordial and helpful manner.
5. Able to develop staff through communication, problem solving, training, and effective compliance with employment laws.
6. Possess a keen sense of organization in order to assist in linking the work of the staff to Church organizations, special projects, and activities in general.
7. Highly developed computer skills with the understanding and ability to integrate computer usage into the business and Church operation of the Parish in order to increase staff performance and effectiveness.
8. Have an understanding of the Armenian Church and the Armenian people, their religious, cultural, and social practices and needs.

Education and Training:

1. Undergraduate Bachelor' degree in Business Administration or related field with 5 years experience
2. Training in computer applications.

Duties and Responsibilities will include:

1. Financial Accounting: Supervise Church cash and investment accounts.
2. Budget Development: Provide information in developing annual budgets. Oversee budgeted spending as directed by the Parish Council.
3. Human Resources: Supervise, hire, evaluate, and dismiss Church staff. Conform to all federal, state, and local employment laws. Conduct staff meetings.
4. Office Management: Plan, direct and coordinate the work of the office and maintenance staff.

5. Legal and Tax Matters: Assure that the Church and its auxiliary organizations perform, within the requirements of all general and tax laws.
6. Buying Authority: Assure that the buying activities are in the best interest of the Church. Conduct effective vendor and contractor selections and administer all contracts in the name of the Church.
7. Maintain Church Facilities and Property: Manage the maintenance of the Church structures, mechanical equipment, kitchens, grounds and more. Manage the property risk for the complex.
8. Supervision of the Catering Program: Administer the catering contract. Coordinate main kitchen use, as required for Church organizations.
9. Master Schedule: Maintain a master schedule of all catering and Church functions.
10. Membership and Stewardship Program: Assist with development and administration of stewardship and endowed programs.
11. Volunteer Training and Development: Develop a core of volunteers to assist with the operation of the Church.

Organizational Responsibilities:

1. Supervised by the Parish Council and interacts daily with the Parish Priest.
2. Administrator supervises office and maintenance staff.
3. Works together with parishioners, business clients, and others.

Please send resume along with salary requirements to:

hr@sjachurch.org