

Job Description

St. Thomas More Newman Center

Identifying Information

Position Title: Business Administrator
Status: Full time, exempt; 12 months
Reports to: Director

Position Description

The Business Administrator functions in a leadership role in support of achieving the strategic initiatives of the St. Thomas More Newman Center. The Administrator ensures all church business practices align with the mission, vision, and core values of the Newman Center. Sound management of financial resources is a critical component of this position. The Administrator assumes primary responsibility as steward of the financial, physical, and personnel resources of the Newman Center and has fiduciary responsibility for these areas.

The Business Administrator views their work as a ministry and exemplifies church teachings through their life and work. The Business Administrator serves as the staff liaison to the Newman Center's Finance Committee, is an active participant in various leadership teams and committees and belongs to appropriate professional organizations.

Specific Job Responsibilities

1. Leadership

- Maintain good working relationships and effective communications with staff, the Newman Center community, the Diocese of Columbus, the Paulist Fathers, and relevant outside organizations
- Actively engage in the development and implementation of strategic planning Initiatives
- Work closely with the Director to ensure that ministry leaders and their respective ministries are properly supported and functioning effectively

2. Financial Management

- Provide leadership and direction in all financial and accounting activities
- Establish financial operational procedures including a responsible cash flow management system
- Work closely with the Finance Committee, Advancement Team, and others to ensure the proper use of funds and that financial obligations are met
- Supervise and ensure the proper maintenance of accurate and up to date financial records
- Prepare and monitor the annual budget in coordination with the Director, staff, Finance Committee, and other ministry leaders

- Prepare and present financial and budget reports for the Finance Committee, Newman Center staff and community
- Serve as staff liaison to the Finance Committee
- Act as liaison for the Diocese of Columbus in financial, insurance and liability matters
- Ensure overall compliance with Newman Center and Diocese of Columbus financial policies and procedures

Human Resources

- Recognize the value in others and continually encourage, support, and invest in staff
- Establish and maintain appropriate staffing positions and job descriptions to support ministry and operational needs
- Prepare and maintain all employment documents and agreements
- Manage a staff compensation and benefit program, goals and progress reviews, and other human resource related programs
- Conduct the hiring and termination process for church staff in conjunction with the Director and others, where appropriate
- Actively lead, supervise, and support the administrative staff
- Ensure compliance with all legal standards regarding church staff

3. Policies and Procedures

- Develop and implement policies and procedures to guide the organizational and operational behaviors of the Newman Center
- Implement technology solutions to improve operational processes
- Provide management and supervision of the Newman Center's risk management program ensuring that the church is compliant with its standards, updating as necessary.
- Act as a liaison with outside entities for insurance, legal, and tax matters
- Ensure overall compliance with Newman Center and Diocese of Columbus policies and procedures

4. Administrative Responsibilities

- Collaborate with the Director of Advancement and Newman Center Director on advancement strategies and initiatives, as appropriate
- Collaborate with the Building Manager on facility issues, security and safety measures, risk management, maintenance, and vendor contracts
- Oversee the implementation and maintenance of computer systems and related technologies in collaboration with the Music Minister and outsourced IT services
- Coordinate major purchases of furnishings and equipment
- Coordinate all leases, contracts, and legal obligations
- Coordinate weekly and monthly staff meetings and periodic staff workshops
- Attend additional staff team meetings, as appropriate

- Create ad hoc teams as needed for special projects
- Comply with the Newman Center's policies and procedures
- Perform additional duties as assigned by the Director

Core Competencies

1. Leadership Skills

- Effective team leadership skills and the ability to lead with the intention of serving as well as empowering others
- Ability to work collaboratively as a member of a team, and to lead by example
- Ability to coordinate complex projects involving many people, and to lead others around important tasks and deadlines
- Ability to foster a creative and positive work environment, demonstrate enthusiasm and advocate for initiatives, programs, and activities
- Strong organizational and administrative skills

2. Strategic Thinking

- Strategic orientation with a vision for the future
- Ability to organize and prioritize tasks which support the organizational mission, vision, and core values
- Ability to create strategic initiatives, with clear objectives, goals, tactics, and benchmarks
- Action-oriented with a sense of urgency in implementing organizational initiatives

3. Communication and Relational Skills

- Strong interpersonal and listening skills
- Strong verbal and written communication skills, with an excellent command of composition and punctuation
- Comfortable meeting and speaking with a variety of people in a wide scope of professional and social situations

4. Personal Competencies

- Knowledge of and comfort with the Paulist Fathers' mission of reconciliation, evangelization, ecumenism, and interfaith dialogue
- Ability to approach the work of administration from a ministerial perspective
- Personal integrity and maturity and the ability to adhere to strict confidentiality
- Ability to develop and maintain integrity, confidence, and trust in the administration of the Newman Center
- Ability to make difficult decisions
- Creative and forward thinking, with an ability to successfully implement new ideas
- Highly self-motivated and willing to take the lead on projects
- Strong research skills and commitment to best practices
- Ability to prioritize and manage multiple tasks with frequent interruptions
- Comfortable discussing the financial needs and goals of the Newman Center and the resources needed to achieve those goals
- Ability to diffuse and manage volatile and stressful situations
- Continuous desire and effort to develop skills and knowledge

Education, Training, and Experience

- Professional experience and demonstrated effectiveness in business administration with competence in finance and personnel supervision and management
- Thorough knowledge of accounting principles
- 3-5 years' experience in administration preferred
- Baccalaureate degree or higher

Work Schedule

- The schedule is varied and flexible as responsibilities of the position require.