

Business Administrator

Alpharetta Presbyterian Church

Status: Hourly, non-exempt, typically 20-25 hours per week, on-site

Supervision: This position is supervised by, and reports to Senior Pastor

Position Summary:

The Business Administrator supports the mission and ministry of the church by overseeing administrative operations and supporting church leadership with human resources, technology systems, compliance requirements, insurance programs, and staff functions. This position serves as a central resource for church staff, leadership, and ministry partners, ensuring efficient and effective day-to-day operations.

Primary Responsibilities

Human Resources and Staff Support

Coordinate employee on-boarding and off-boarding, including employment documentation, payroll setup, benefits administration, technology access, and coordinating payroll related information with finance director.

Maintain personnel records, PTO tracking, job descriptions, and personnel policies.

Ensure compliance with employment, child safety, background check, and labor regulations.

Serve as a resource for employee relations, benefits, personnel questions, and annual performance review processes.

Lead monthly administrative staff meetings and coordinate staff events and team-building activities with senior pastor.

Church Operations & Administration

Serve as primary contact and administer church commercial insurance programs, including liability, auto, and workers' compensation coverage.

Maintain church records, policies, and organizational/corporate documentation.

Provide administrative support to the property staff and committee.

Assist with vendor contracts, independent contractor documentation, memorandum of understanding (MOUs), certificates of insurance (COIs), key card administration, and other operational needs.

Provide back-up support to administrative staff as needed.

Technology & Information Systems

Serve as the primary contact for office technology, telecommunications, internet services, and related vendors including basic troubleshooting and coordinating technology purchases and inventory.

Administer and maintain SharePoint, Realm, Espace and other church information systems.

Train staff on technology platforms and support effective information management practices.

The Church Administrator may perform other duties, as assigned by the senior pastor, to support the ministry, mission, and operational needs of the church.

Characteristics and Qualifications:

- We seek a person of great integrity who is organized, a self-starter, problem solver, dependable, cooperative, attentive to detail and supportive of the church's mission.
- An associate or bachelor's degree from an accredited college or university is required as is proficiency with the latest computer software, internet and research skills.
- Experience in office administration, operations management, human resources, or a related field is preferred.
- Ability to collaborate effectively with church staff, leadership, and volunteers.
- Exemplify strong organizational, communication, and interpersonal skills while maintaining confidentiality.
- Successful completion of a criminal records/child abuse background check is required.