

OPERATIONS COORDINATOR

Purpose

The Operations Coordinator ensures the operational health of the presbytery by providing oversight of the presbytery's finances, human resources, property, and insurance.

Relationship to the Presbytery

Councils higher than the session may employ such staff as is required by the mission of the body. The Operations Coordinator is accountable to the Presbytery through the Head of Staff and the Administrative Operations Committee.

Roles

Board of Pensions Employer Representative, Bookkeeper, Payroll Administrator, Property Advisor

Accountability

Finance

- Monitor and record all aspects of the Presbytery finances, including bookkeeping, investments, cash flow, budgets, giving, designated funds, and annual audit
- Ensure that the financial records are properly kept, and the financial position is regularly reported to the Treasurer, Finance Committee, and the Presbytery.
- Develop and monitor a system for the processing of accounting information and a system for internal control.
- Obtain Approval and process all disbursements.
- Negotiate and schedule auditors' work and assist the auditor in conducting annual audit/review.
- Assist the Finance committee in preparing the annual budget
- Manage Presbytery's outstanding Mortgages & Loans
- Monitor designated funds and provide committees current information as needed
- Manage the church's property, casualty, and workers compensation package
- Serve as the primary advisor to the Presbytery staff and churches on financial issues.
- Identify and implement process improvements in the presbytery's financial processes for increased effectiveness and efficiency

Property

- Oversee the Presbytery owned properties, including agreements regarding ongoing and long-term maintenance, revenues, expenses, insurance coverage, and planning for future strategic use.
- Serve as the primary advisor to Presbytery staff and congregations on property issues, typically regarding transactions which require Presbytery approval such as loans, leases, and right-of-way.

- Work with the presbytery's attorney in property transactions, such as sales or lease negotiations.
- Work with Administrative Commissions constituted to dissolve or close churches.
- Oversee the distribution of assets associated with the sale of church property, consistent with the direction of the AC and the presbytery's property plans and policies.

Human Resources

- Maintain HR records, administer benefits and oversee payroll for Church Staff.
- Manage staff onboarding processes, providing HR and Presbytery Office orientation.
- Maintain HR files in compliance with state and federal employment law.
- Administer staff benefit plans and medical insurance, including:
 - Keeping track of benefit plans and which employees are enrolled in various options
 - Oversee communication and coverage with the Board of Pensions.
- Oversee payroll administration, including review of all time cards and updates regarding new hires and rates of pay.
- Work with the Administrative Operations Committee to ensure the Employee Handbook and Operations Manual are up-to-date.

Advocacy and Education

- Advise congregations on financial and property topics, questions, and issues.
- Advocate for the Presbytery concerning the importance of congregational financial support of the Presbytery. This includes providing education and emphasis about the connectional nature of the church, emphasizing giving, and educating congregational leadership about how funds are used for mission.

Membership

The Operations Coordinator serves as a staff resource to the Finance Committee and the Administrative Operations Committee.

Gifts and Requirements for Ministry

The Operations Coordinator will understand generally accepted accounting procedures and principles. They will develop an understanding of tax and insurance issues as they pertain to teaching elders, churches and their other employees, including benefits provided by the Board of Pensions. Demonstrate competence with accounting software showing an understanding of and appreciation for the mission of the Presbytery and its churches. Exhibit capacity as a team player who develops collegial relationships with the Presbytery staff, Treasurer and Trustees. A background check is required.

The Operations Coordinator must be able to travel to various congregations within the Presbytery and must be willing to be flexible in work hours to act quickly on time sensitive matters.