



## **Associate Director of Business Operations**

McFarlin Memorial United Methodist Church's mission is Changing Lives that Change the World. We seek a person who will live out our staff values of faith, integrity, openness, courage, compassion, accountability, resilience, patience, and excellence.

McFarlin also recognizes that God made all creation and saw that it was good. As a diverse people of God who bring special gifts and evidence of God's grace to the unity of the Church and to society, we are called to be faithful to the example of Jesus' ministry to all persons. As a church that values the participation of all people at all levels of ministry, McFarlin seeks to be a place where all persons are open, welcoming, fully accepting, and supporting of all other persons, enabling them to participate fully in the life of the church, the community, and the world.

We are seeking a full-time Associate Director of Business Operations to support all business operations of the church.

### **Job Specific Responsibilities**

- Maintains accurate church databases, ensuring staff use centralized databases for the benefit of the church.
- Coordinates and communicates Safe Sanctuary and welcoming certification training, administering background checks for volunteers & staff.
- Oversees & maintains the facility software & the church calendar, ensuring events are properly supported.
- Coordinates and oversees all access control operations for the church.
- Oversees, counts and documents all receipts for general banking.
- Help coordinate and assist with the general accounting of the church.
- Processes payroll and maintains payroll records.
- Prepares and distributes contribution statements to church members as scheduled by the Senior Director of Operations
- Assist the Senior Director of Operations with supervisory responsibilities to support the Business operations of the church.
- Assists the Senior Director of Operations with other duties as assigned.

### **Qualifications**

- Bachelor's degree or relevant, equivalent experience with business administration or accounting.
- Experience in office administration in large churches, organizations or businesses.
- Background or familiarity with church database management preferred.

- Proficiencies in Microsoft suite of products, including Office 365 & TEAMS.
- Previous experience with supervisory duties is preferred.
- Relevant experience in church and nonprofit organizations preferred.

This is a full-time, exempt position and reports to the Senior Director of Operations. McFarlin Memorial United Methodist Church offers competitive compensation and benefits.

To apply please email resume & cover letter to Stephen Mitchell, Senior Director of Operations at [smitchell@mcfarlinumc.org](mailto:smitchell@mcfarlinumc.org)