

STONECROFT MINISTRIES
JOB DESCRIPTION

Job Title: Administrative Director

Brief Description: This is a full-time position responsible for Finance & Accounting, Human Resources, Information Technology, Data Management, Legal and General Business Administration. The ideal candidate lives in the Kansas City area and is a proactive, hands-on leader with exceptional organizational skills, and a track record of effectively partnering with third-party service providers. S/he has strengths in directing, decision-making, problem solving, communication, and follow-through.

Reports To: President/COO

Supervises: Senior Accounting Specialist, Administrative Specialist(s), Third-party Service Providers

Classification: Exempt

Essential Duties and Responsibilities:

Finance & Accounting: Partner with outsourced accounting firm and supervise staff to manage the financial affairs of Stonecrott including accounting, budget, credit, insurance, tax, legal and treasury:

- Establish and maintain adequate written controls for handling and safeguarding funds and proper accounting of all receipts and disbursements.
- Report financial information to management, the Board and other appropriate audiences, (e.g., Audit Committee, ECFA, IRS, etc.) as requested.
- Receipt donations and pay bills according to established timelines
- Ensure government reports and forms are submitted on a timely basis, including state charitable registrations and the Form 990 prepared with the auditors.
- Support annual financial audit and ensure regular audits of Stonecrott group bank accounts
- Lead formation and management of the budget throughout the ministry and including the building of workbooks, gathering assumptions and forecasts, preparing information for executive review.
- Manage budget reforecasts including presentations to the Board Finance & Investment Committee and full Board.

- Conduct audits of volunteer bank accounts on a regular basis.

Human Resources: Work with Outsourced HR company to:

- Ensure the ministry operates in compliance with all employment-related local, state and federal laws
 - Process payroll and benefits
 - Manage personnel issues such as conflict, employee development, and terminations
 - Seek individuals to fill staff positions in accordance with hiring procedures and follow through with all contacts for employment;
 - Facilitate resources for staff training through department heads
 - Maintain compensation structure approved by the President/COO
 - Maintain employee handbook and policies/procedures manual
 - Conduct staff surveys
 - Coordinate all other human resources needs
- Manage employee onboarding and exits, and semi-annual supervisor/staff conversations and annual performance reviews
 - Administrate 401(k) plan, cafeteria (FSA) plan; serve as contact for employees and the companies providing these benefits
 - Prepare all benefits, payroll, HR and compensation audit reports monthly and assist accounting with the annual accounting financial audit in this area
 - Serve as liaison to retirees and other former staff as needed

Information Technology: Oversee contracted managed IT services including network systems, security, help desk and disaster recovery. Partner with third-party service providers to manage and maintain CRM and financial systems and data and provide telephone and internet service. Assist staff with basic needs such as ordering computers and accessories.

General Administration: Work with leadership and administrative staff to:

- Create and maintain strategy dashboard, templates and review schedules.
 - Compile and deliver data and documentation for monthly and quarterly reporting and monitoring
 - Maintain registered trademarks and web domains.
- Manage contract process according to established policy. Keep central repository of contracts. Assist leadership with reviews and renewals. Provide evidence of policy compliance as needed.

- Ensure maintenance of offsite storage unit, postage meter system and shipping supplies, and equipment such as printers, copier and telephones. Serve as primary liaison with landlord and leasing agent of Stonecroft's office.
- May serve as fiduciary to meet ERISA requirements for Stonecroft retirement plan, including evaluation and selection of mutual funds
- May serve as an officer of the corporation as the treasurer and assistant secretary; serve as official signor on legal documents on behalf of the ministry

General

- Keep the President/COO informed on operations issues affecting the ministry
- Operate the department within policy boundaries and provide documentation
- Follow policies and procedures stated in the Employee Handbook
- Participate in Leadership Team and Board of Directors meetings as needed.
- Represent Stonecroft Ministries at internal and external events as requested
- Perform all other duties assigned by supervisor

Other Responsibilities may include:

Qualifications:

- A personal and growing relationship with the Lord Jesus Christ which is naturally communicated through words and actions
- Demonstrated commitment to evangelism
- At least five years organization management experience with strong knowledge of overall business operations, computer systems, and web-based services including Microsoft Teams & SharePoint
- Expertise partnering with third-party service providers to meet operational needs and ensure legal and policy compliance.
- Ability to create and execute operational plans to accomplish established goals within a budget.
- Exceptional organizational skills with proven ability to multitask, prioritize and follow-through.
- Intermediate to advanced skills in Microsoft Word, Outlook and Excel.
- Excellent communication and critical thinking skills.
- Bachelor's degree in business administration or equivalent experience.
- Minimum of three years' experience with ERISA and/or Accounting.

Physical Demands:

- Sits for long periods of time while operating the computer.
- Frequently communicates with individuals and groups of people face-to-face, by telephone and email.

- May occasionally moves boxes up to 30 lbs. to/from office and storage facility.

This job description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this job description may be changed without notice, and employment may be terminated by either party at will.