

# **Synod of Southern California and Hawaii**

## **Position Description for BUSINESS MANAGER**

**This is a full-time exempt position**

### **Purpose**

To manage day-to-day office administration and operations, to direct and administer financial and property management activities, and to coordinate meetings and events of the Synod

### **Accountability**

This position is accountable to the Executive/Stated Clerk.

### **Relationships**

The Business Manager is a member of the staff team. The position receives primary assignments directly from the Executive/Stated Clerk and works in consultation with the Full-charge Bookkeeper, the Treasurer and the Commission of Assembly (Board of Trustees). The position provides staff services to the Finance Committee and all Synod committees, commissions and work groups as requested.

### **Responsibilities**

1. Minutes, Planning and Attendance
  - a. Serve as Journal Clerk for meetings of Synod Assembly, Commission of Assembly and other committee meetings.
  - b. Coordinate notices and arrangements for all meetings and maintain files for respective meetings, committees and group. Manage the preparation and production of materials for all meetings.
2. **General Office Duties and Office Administration**
  - a. Maintain the database of members of committees, commissions and groups.
  - b. Coordinate cataloging and archiving of applicable Synod, Presbytery and General Assembly documents, minutes and records.
  - c. Serve as a major point of contact for information concerning activities of Synod and its presbyteries, and for outside service providers.
  - d. Maintain inventory of and purchase of office supplies and equipment.
  - e. Oversee the copier/printer as well as telephone and internet systems.
  - f. Respond to emails and telephone calls.
  - g. Working with San Fernando Presbytery staff on office matters as needed.
  - h. Any other duties/projects assigned by the Executive/Stated Clerk.
3. **Financial Matters**
  - a. Review legal documents, grants, and bequests to assure that donor intentions are properly met when setting up trust and investment accounts.
  - b. Work with Full-charge Bookkeeper to determine appropriate accounts for receipts and collections, and transactions for restricted disbursements.

- c. Support work of Treasurer and Finance Committee as requested.
- 4. Employee may be asked to perform duties not listed in the position description above, but which are also considered to be essential to the employment position.

**Evaluation**

An annual review and evaluation of work performance shall be conducted in accordance with the Personnel Policies of Synod. A comprehensive review and evaluation will be conducted every five (5) years.

**Compensation**

**Salary begins at \$52,000/year.**

**Please send resume to [markhong@synod.org](mailto:markhong@synod.org)**

**July 18, 2020**