



Business Administrator

University United Methodist Church is an active and vibrant congregation seeking a full-time Business Administrator. Located in the heart of Fort Worth across the street from both Texas Christian University and one of Fort Worth ISD's largest high schools, there are always new and exciting things happening at University. The Business Administrator is key to supporting the missions and ministries of the church (including a full-time daycare and pre-school of more than 80 children) through detailed and forward-thinking administration. Flexibility and commitment are key for candidates seeking this position.

The Business Administrator impacts the ministries in the following areas:

- Administers all financial record-keeping, bookkeeping and reporting for the church and Child Development Center.
- Responsible for the overall management, efficiency, and hospitality of the church office. Creates welcoming atmosphere for guests, volunteers, members, vendors, service providers, and staff.
- Responsible for coordination of all facility related administration including overseeing the Building Custodian.
- Responsible for all print materials, mass communication, and publicity for congregational events.
- Coordinates all conference, district, and local church administrative needs.

Qualifications

- Bachelor's Degree in Business Administration, Finance, Accounting or related field
- 2+ years experience in church or office administration
- Excellent analytical, financial, interpersonal, and communication skills
- Exceptionally organized and able to manage time and multitask on competing priorities
- Able to collaborate and communicate effectively with all levels in the church
- Demonstrated problem solving and troubleshooting skills
- Experience with budgeting in an office environment
- Self-motivated and able to work independently and within a team
- Skills and experience with technology (Microsoft Office, Quickbooks, database systems, etc.)
- Knowledge of United Methodist Church preferable
- Complete criminal history check

Interested candidates may submit their cover letter and resume to: bevers@uumcfw.com.