



JOB DESCRIPTION

Job Title: Business Administrator	Position Type: Full-time
Reports To: Chief Operating Officer	FLSA Status: Exempt
	Work Hours: 40 hours/week

Position Summary

The Business Administrator is a hands-on finance role responsible for Christ & St. Luke's Episcopal Church's (CSL) day-to-day accounting functions, payroll and benefits administration, and accurate processing of revenue. This position plays a key role in maintaining strong financial controls, data integrity and accuracy, ensuring compliance, and supporting CSL's mission through clear, reliable financial operations.

The role reports directly to the Chief Operating Officer (COO) and works closely with the Rector, Treasurer, Trustees, volunteer Finance Committee, and staff.

Key Responsibilities

Accounting & Financial Management

- Maintain general ledger, including journal entries, reconciliations, and month-end close
- Manage Accounts Payable and Accounts Receivable, including processing vendor invoices, verifying payments, issuing invoices, and reconciling accounts to maintain cash flow
- Prepare monthly financial statements and internal reports for leadership and the Vestry
- Monitor cash flow and support budget tracking
- Ensure compliance with GAAP and nonprofit accounting standards
- Support annual audit and external financial reviews
- Maintain financial policies, procedures, and internal controls

Donations & Revenue Processing

- Support Stewardship Campaign and other fundraising efforts
- Process and record donations accurately and in a timely manner
- Reconcile revenue and donation platforms, bank deposits, and donor management systems
- Process donation acknowledgments and support donor reporting



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- Track restricted and unrestricted funds in accordance with donor intent and CSL policies

Payroll & Benefits Administration

- Process bi-weekly payroll for approximately 12 employees and contractors
- Ensure compliance with federal, state, and local payroll regulations
- Manage payroll taxes, filings, and year-end reporting (W-2s, 1099s)
- Administer employee benefits, including enrollments, changes, and open enrollment
- Serve as liaison with the Diocese of Southern Virginia and Church Pension Group on health benefits and pension
- Serve as primary point of contact for employee payroll and benefits questions

Operations & Collaboration

- Partner with the COO, Rector, and Treasurer on financial planning, budgeting, and forecasting
- Provide financial insight
- Support process improvements and system efficiencies appropriate for nonprofit organizations
- Assist with special projects as needed

Qualifications

Required

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 5 years of progressive accounting experience
- Experience with accounting, payroll, and donor management systems
- Experience managing payroll and employee benefits
- Strong knowledge of GAAP and internal controls
- High level of accuracy, discretion, and attention to detail

Preferred

- Experience working in a nonprofit organization
- Familiarity with nonprofit reporting and donor-restricted funds
- CPA or CPA candidate



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Skills & Attributes

- Comfortable working independently in a small, collaborative environment
- Strong organizational and time management skills
- Clear and professional written and verbal communication skills
- Ability to handle confidential information with discretion
- Mission-driven mindset and desire to support organizational impact

Compensation

- Highly competitive salary commensurate with experience and qualifications, plus benefits (health insurance; 9% pension)
- Generous vacation and sick leave policy

Hours

- This position is designed to be full-time, Monday to Friday. Predominately in-office but can include some remote work. Occasional work on evenings, weekends, and holidays is inevitable in the life of the church.

*Christ & St. Luke's Episcopal Church is an equal opportunity employer and values diversity in its community. We welcome applicants of all backgrounds to apply.