

Liebenzell Mission

Job Description

(May 2022)

JOB TITLE: **Director, Business Administration**
Appointed by Board of Trustees

REPORTS TO: Treasurer, Business Administration Committee, Board of Trustees

WORK SCHEDULE:
An exempt, full-time position

PRINCIPLE PURPOSE OF JOB:

- Provides, in partnership with the other directors, the spiritual leadership of Liebenzell Mission of USA
- Responsible for the business and financial affairs of Liebenzell Mission, including all personnel compensation, purchasing and those items common to all departments (e.g., accounting, donations, and investments)
- Provide spiritual and strategic direction with the other directors for the overall ministry of Liebenzell Mission; encourage a spirit of dependence upon God in prayer among staff and members of the Board.
- Serves as a consulting member on the Board, acts as Board contact person, participates in Executive Committee meetings

PERSONAL ATTRIBUTES:

- Personal relationship with Christ as Lord and Savior
- Commitment to Biblical principles, to Liebenzell's statement of faith and to Liebenzell's ministries
- Displays an even temper and relates well with superiors, equals and subordinates
- Exercises discretion and discernment in personnel and financial matters
- Able to lead and work in a team

RELATIONSHIPS:

- Accountable to the Treasurer and the Business Administration Committee
- Collaborates with directors of Global and Retreat Ministries, on objectives, issues and projects of common interest and concern
- Serves on Directors' Committee, and Business Administration Committee
- Oversees HQ staff: business affairs manager, financial manager and human relations manager and other HQ staff

ESSENTIAL JOB FUNCTIONS:

Leadership:

1. Lead as a servant with a focus on love and kindness towards those whom work under their supervision
2. Able to focus on the well-being of the HQ staff and faithfully support them in their work and in their family and spiritual lives
3. Recognize potential personnel conflicts and resolve them in a grace-filled manner
4. Able to learn all the aspects of LM business operations while using the expertise of the HQ staff to make things work
5. Participate in staff and supervisor prayer, vision and coordination meetings as established by LM policies

Financial:

1. Develop and ensure compliance with proper accounting and bookkeeping procedures
2. Assist auditors with annual review or audit
3. Pay HQ bills, particularly payment of federal, state, sales and property tax payments
4. Develop Liebenzell's budget; establish budget procedures; assist other directors in budget development and compliance
5. Report regularly on financial status and trends to ministry directors and Board committees
6. Act as authorized person in bank matters: check signing, online banking, large transfers
7. Administer appropriations of large contributions and designated funds
8. Manage Liebenzell's investments to maximize returns and protect funds

Government/Associations Coordination:

1. Maintain membership and compliance with professional organizations ECFA, IFMA, CCCA
2. Act as contact person in corporate legal matters
3. Assure compliance with New Jersey State filing requirements: business registration, annual filing, boarding house, life hazard use registration, new hires registration
4. Act as liaison with government agencies to resolve issues, e.g. IRS, Medicare, other
5. Maintain and keep current New Jersey sales tax exemption status
6. Assure compliance with Federal filing requirements: funds sent overseas, IRS (Form 990, 990-T) solicitation registration, other

Corporation/Property:

1. Maintain and keep current Liebenzell's incorporation documents and non-profit 501(c)(3) status
2. Maintain and keep current property tax exemption, and farmland tax assessment status with Washington Township
3. Review lease contracts with FAA, farmer and other entities leasing Liebenzell's facilities
4. Ensure adequate and up-to-date property, liability and vehicle insurance coverage

General Business/Office:

1. Oversee general office filing system and record keeping/storage
2. Develop and ensure compliance with approved general management policies and procedures
3. Approve the purchase and/or leasing of HQ office equipment and supplies
4. Maintain office computers, network and software (accounting, receipting) compatibility
5. Maintain telephone network and services, incl. internet services

Personnel:

1. Hire and manage administrative support staff
2. Maintain compliance with workman's compensation insurance requirement (domestic and foreign). Act as contact person with regard to accident reporting and follow-up
3. Process payroll and make related tax filings (941, W-2, 1099, etc.)
4. Develop and maintain a personnel manual
5. Administer employee benefits programs, e.g. health, pension, life insurance
6. Conduct required staff evaluations and document any disciplinary actions

Servanthood:

1. Willing to assist with general office duties, telephone, mail pickup, as needed