

## **Church Management System Administrator The Presbyterian Church in Westfield**

The Church Management System (CMS) Administrator position is part-time (24hours/week).  
Position responsibilities include:

### Manage and Optimize the Church Management System (CMS), including:

- Leading initial implementation of new CMS, training users (church personnel, volunteers and congregation) on system usage, and being the primary contact with software provider
- Manage and optimize the CMS, including:
  - Working with Communications to integrate system into communications processes including website and regular communications distribution to congregation members and prospective members
  - Maintaining user profiles in system and work with users who need help maintaining their own profile
  - Ongoing maintenance and management of changes to the CMS system including new upgrades, new forms, or other functions as determined by users
  - Be the point person for the church for any troubleshooting or maintenance issues with the system
  - Project Management and volunteer development

### Work with Commissions to refine processes to optimize CMS and congregation engagement, including:

- Working with users to design and create forms for Commission and programming processes
- Preparing appropriate system and engagement reports, as needed
- Managing Giving information in the system and working with Treasurer and Stewardship to ensure they receive the information they need.
- Supporting Stewardship during Annual Pledge Campaign and other fund-raising events

### Supporting Comptroller and Treasurer, primarily relating to Giving information in CMS, including:

- Maintaining pledge and contribution records, including
  - Maintaining receipt of checks, cash and deposits and
  - Preparing appropriate financial reports
- Maintain payroll records and reports
- Other duties as assigned by the Church Administrator

## **Working Relationships**

- This position is accountable/reports to the Head of Staff and Church Administrator and Personnel Committee but, works closely with and is responsive to all other staff members, the Treasurer, the Auditors, and all church members.
- Works in a collegial and professional manner with all staff and volunteers to ensure a successful team dynamic to fulfill the Church mission.

## **Qualifications**

- Bachelor or Associate Degree
- Has accounting knowledge, skills and experience
- Proficient in the use of Word, Excel and Power Point.
- Is knowledgeable about computers, software and their applications and is proficient in their operation
- Has the ability to plan carefully and attend to significant details
- Exhibits a cooperative spirit
- Possesses strong interpersonal and communication skills
- Exhibits enthusiasm and optimism in the working environment
- Demonstrates skills to perform the responsibilities as described in this job description
- Able to deal with volunteers with utmost courtesy and respect