



## *Interim Business Administrator*

UUSS is a progressive spiritual community that values inclusivity, hospitality, mutual support and community across generations. The Interim Business Administrator will oversee the business of the congregation guided by our UU principles and congregational policies. During this interim period, she/he will also help us evaluate our practices and staffing structures and make recommendations for the permanent position expected to open up in late 2011 or early 2012.

The UUSS business office has the primary staff responsibility for property, financial, communication, stewardship, fundraising and personnel operations. The Interim Business Administrator will report directly to a minister who will provide high-level support and direction.

The Interim Business Administrator will be one of four "senior staff." The congregation has six fulltime staff and six part time staff.

### *Major Focus*

- Managing the office and custodial staff and their schedules. These include a Bookkeeper, Office Assistant, Custodian and cleaning service.
- Helping the office move toward a greater emphasis on serving and supporting the members and friends who are serving the congregation in volunteer roles.
- Maintaining business: monthly financials, pledges, membership roster, cash flow monitoring, payroll and benefits, routine personnel operations, monitoring computer and communication systems and other business. The bookkeeper does the direct work on many of these.
- Supporting the Office Assistant in managing building rentals and scheduling use by UUSS groups. Engaging in high-level rental negotiations as needed. Overseeing the property management company (which manages our duplex rentals)
- Providing consultation and advice on staff configurations including the possibility of expanding/empowering existing office staff to take more responsibilities.
- Attend Board of Trustees and Executive Committee meetings and prepare monthly reports for both.

### *Salary and hours*

\$3600 per month for 30 flex hours per week to be worked out with the minister/supervisor

### *Duration*

Start in late July 2011 and run for 4 to 9 months

### *Applications*

Please send a resume and letter of interest to [lindaklein@ranchomurieta.org](mailto:lindaklein@ranchomurieta.org) by July 12, 2011.