

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position**      Database Administrator
2. **Classification**        Support Staff
3. **Supervisor**            Director of Financial Services

#### 4. **Responsibilities**

##### a. **Overall purpose of position**

Ensure accurate and timely database records for historical tracking of clergy appointments and lay leadership positions for the annual conference, including giving records of local churches; application of accepted procedures to the protection of the integrity and confidentiality of the database; preparation of data reports, mailing labels and data files; and training and support of all-level users of the database.

##### b. **Essential Functions**

- 1) Develops, maintains, and provides training on database policy and procedure
- 2) Manages all data-input projects and reporting needs
- 3) Resources all district and conference-related agencies in requested data needs
- 4) Manages tracking of all local church giving including processing monthly statements both in electronic and paper forms
- 5) Assists with research of financial information as it relates to the database (as needed)
- 6) Manages database maintenance and regular software upgrades

##### c. **Occasional Functions**

- 1) Assists with audit document retrieval as needed
- 2) Attends denominational or industry training events as deemed necessary by supervisor

##### d. **Supervision of staff/volunteers (if any)**

(none)

##### e. **Workplace requirements**

- 1) Office space at conference center
- 2) Computer with networking capabilities
- 3) Services of an administrative assistant

**f. Budget Accountability**

Assists director of financial services with projecting budget needs as they relate to the database, maintenance and upgrading

**5. Qualifications required to carry out this position: knowledge, abilities, and skills**

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Five years experience in database management
- d. Experience with not-for-profit organization
- e. Strong communication skills: writing, speaking, and correspondence
- g. Relational skills that inspire trust from others
- h. Proficient computing skills – Microsoft Office Suite, with substantial experience using Access and SQL applications