
Administrative Director of Church Operations

Anona United Methodist Church · Largo, Florida

ABOUT US

Anona United Methodist Church, located in Largo, Florida, is an inclusive church with both a pioneering and innovative spirit across our 150-year history. We are a congregation committed to excellence in ministry, and we believe that strong operational leadership is essential to helping that ministry flourish. Our mission is simple: Love God, Love Neighbors, Transform Lives — and we're looking for talented, mission-driven people to help us live it out.

Reports To: Senior Pastor

Supervises: Administrative and Financial Staff, Communications Director

QUALIFICATIONS

- Degree in Business Administration, Accounting, Finance or related field preferred
- Proven experience in administrative, operations, or nonprofit management
- Strong financial literacy and HR familiarity
- Proficiency with accounting and financial management software
- Excellent interpersonal and communication skills
- Detail-oriented, systems-focused, and highly organized
- Collaborative, teachable, and willing to learn

MAJOR FUNCTIONS

Financial Management

- Supervises and maintains working knowledge of church financial processes and reporting.

Human Resources

- Provides oversight and compliance for all human resources/personnel functions.

Compliance

- Ensures adherence to church policies, conference policies, and applicable state and federal regulations.

Other Duties

- Available to attend leadership meetings as needed
- Ensures the church office runs smoothly and efficiently, including office equipment and communications systems in coordination with staff.

SUPPORT

- Receive support and coordination with Pastors, Staff and Church Leadership Teams.