

## Position Description

<b>Position Title:</b>	Property and Closing Manager
<b>Supervisor:</b>	Leadership Development and Church Revitalization Coordinator
<b>Status:</b>	Half Time, Exempt, Key staff
<b>Salary:</b>	\$30,000

**PURPOSE:** Part time employee of the Bi-District whose focus is property management, financial reporting, and closing assistance to local churches.

This position works with district trustees and local churches that are closing. This person provides guidance in the process, assists in processing of legal documents, works with the attorney on legal documents related to church and district properties, and provides oversight of the maintenance on closed churches and leased properties.

### ESSENTIAL FUNCTIONS

Related to Closing Churches:

- Serve as primary point of contact for all maintenance and property management for closed churches and district property
- Serve as expert and primary point of contact for local church closings
- Guide closing churches through all aspects of the closing process
- Work closely with the Bi-District Closing Team
- Maintain 'Disposition of Property of a Closed Local Church Checklist' and ensure all tasks are completed
- Collect all documents required by United Methodist, State and County Government
- Liaison with attorney for deed transfers, trustee registration, property sales and other legal matters
- Follow progress of court approvals and registrations

Related to Property Management:

- Address repairs either personally or via a contractor where appropriate
- Solicit bids for repair and maintenance work
- Oversight of maintenance and maintenance contracts for closed church properties
- Liaison and management oversight for leases of district properties
- Oversee payment of bills and invoices

Related to Financial Reporting:

- Work in conjunction with Investment Trust leadership making deposits and arranging for transfers
- Distribute monthly, quarterly and year end reports for each fund as prepared by the brokerage
- Prepare and distribute a monthly analysis of each brokerage account
- Coordinate with the conference treasurer to prepare and file federal and state income tax returns as required for a qualified non-profit entity
- Maintain official financial records, original copies of meeting minutes and/or related documents

### REQUIREMENTS AND QUALIFICATIONS

**Education/experience:**

- High school diploma or GED and at least two (2) years of relevant experience.
- General knowledge of property management practices and procedures.

**Required Skills/Resources:**

- Experience in using Excel, Word, Publisher, and PowerPoint
- Basic working knowledge and familiarity with Google applications
- Experience using email and the Internet
- Ability to work as a member of a team
- Respect and adhere to confidential requirements.
- Must have reliable transportation

**Office space requirements:**

- Much of the work is on location at various church properties
- An office is provided at the District office
- Working from home is an option as needed

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; to talk and to hear. The employee is frequently required to sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to rather loud depending on the extent of projects being overseen.

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