

## Financial Administrator Position Description

<b>Title:</b>	Financial Administrator
<b>Position Status:</b>	Full-Time—Exempt
<b>Reports To:</b>	Executive Pastor
<b>Supervises:</b>	None

### **Purpose**

This position coordinates the financial and business affairs of the church, working with leadership team, church staff and members to achieve the church's mission. This position extends the ministry of BPBC to our employees, our members, and the surrounding community.

### **Responsibilities**

In fulfilling this job, the following responsibilities are anticipated:

#### *Financial Administration*

- Verify and record offerings, cash and checks, into church accounting software and into individuals giving records
- Pay all bills in a timely manner
- Reconcile bank and credit card account on a monthly basis
- Create and maintain financial documentation system (i.e. receipts, reimbursements, travel expenses, contracts, etc.)
- Keep records: licenses, permits, insurance, banking, etc.
- Post weekly giving report to bulletin and weekly giving sheets
- Keep ministries regularly apprised of their budget status
- Serve on the Financial Committee and work with church treasurer to provide all necessary financial documentation and reports
- Expose any irregularities in financial practices within the church

#### *Personnel Administration*

- Manage all aspects of payroll
- Manage all personnel benefits, forms, W2s, 1099's coordinating with our professional employer organization (PEO)
- Develop a comprehensive human resource plan with Executive Pastor aimed at policies, structures, and processes that support the church staff
- Keep accurate record of employment files for the church in a way that ensures compliance with all state and federal employment laws.

#### *General*

- Maintain spreadsheets for giving, forms, and payments for church activities
- Maintain church database, calendar and scheduling of facility
- Serve as phone and reception support when receptionist is unavailable or working on other projects
- Create and maintain office inventory and order supplies as necessary
- Work with Facilities Manager to insure efficient and proper use of building space
- Oversee attendance records communicating with key leaders
- Assist church staff, deacons, and elders/pastors with projects as needed

- Collect, distribute, and file meeting minutes (i.e. elder board, missions committee, staff meetings, etc.)
- Prepare annual reports, directories and other materials

*Perform other duties as assigned*

### **Requirements**

The person filling this position must exhibit the following:

- A personal daily faith-walk in Jesus Christ
- Character that reflects humility, determination, flexibility, and integrity
- Working understanding of Scripture and agreement with BPBC's doctrinal statement
- A profound sense of confidentiality regarding personal and financial information
- A friendly demeanor that facilitates office and congregational relationships
- Ability to discern what information should be passed on to staff and elders
- A willingness to work collaboratively with other staff leaders to pursue the mission of BPBC
- Be or become a member of BridgePoint Bible Church
- Pass a standard background check on an annual basis
- Have outstanding computer skills that allow for use of the Office Suite, church software, QuickBooks and the internet
- Experience in accounting skills and database management
- Expectation of an average of 40 or more hours per week
- Expectation of working on Sundays to support the ministries of the church

>> To apply, please email a copy of your cover letter and resume to [hire@bridgepointbible.org](mailto:hire@bridgepointbible.org)