

Job Description

Business Administrator

Purpose: The purpose of the Business Administrator at Christ Community Church is to conduct the bookkeeping, accounting, and reporting of the finance operations of the church. This position will provide oversight and direction to business and financial matters.

Responsibilities:

- Understands the mission and values of Christ Community Church and assists staff accordingly
- Reviews, maintains, and implements financial procedures
- Reviews and projects cash flow
- Analyzes weekly, monthly, and yearly giving trends
- Accounts for giving (via offering box/online/etc.) along with the reporting and depositing of weekly giving
- Manages staff expenses and all company credit cards/accounts
- Account reconciliation
- Coordinates financial audits to ensure compliance
- Prepares financial reports for elders
- Approves all financial disbursements
- Maintains employee payroll information and benefits
- Reviews and approves bi-weekly payroll; reviews time sheets, pay and deductions
- Assists with vacation and sick time records by employee
- Administers 401k plan including employee contribution changes, fund changes, and compliance reporting
- Reviews monthly budget vs. actual reports at cost center and account level. Analyzes variances and reviews with directors.
- Prepares annual budget with directors and pastors and prepares elder budget presentation
- Reviews and maintains property and liability insurance
- Coordinates and tracks fundraising and capital campaigns in concert with project lead

Qualifications:

- Proficiency in QuickBooks or other similar accounting software
- Experience in accounting/bookkeeping
- Preferred experience in business administration

Full-time position

Pay will be commensurate based on experience/qualifications