

## **Snapshot**

**Denomination:** Southern Baptist

**Weekly Attendance:** 1,000+

**Location:** Jonesboro, GA

**The Role:** Business Administrator

## **About the Business Administrator**

The Business Administrator is the point person for all financial, human resource, and office administrative functions for our church. This is a full-time job, 37.5 hours per week.

## **Direct supervision of the following:**

Finance staff

## **The Business Administrator's Responsibilities Include:**

### **1. Financial Responsibilities**

#### A. Oversee payroll

- Weekly payroll processing
- Weekly tax payments
- Approve/sign quarterly tax reports
- Maintain salaries, wages, deductions, and back-up for staff processor

#### B. Oversee accounts payable

- Approve invoices
- Make sure information is accurate
- Pay invoices that require confidentiality
- Make sure cash advance information is accurate
- Review and code ACH payments
- Take care of any wire transfers

#### C. Oversee contributions

- Daily/weekly contributions prepared by staff
- Review deposits
- Report weekly giving and special giving
- Obtain letter for quarterly statement mailout
- Run contribution statements for quarterly statement mailout
- Backup for online gift processing

#### D. Oversee accounts receivable

- Review eSpace to ensure correct billing of events
- Review all payments that are received

E. Oversee purchase orders

- Approve all purchase orders in excess of \$75.00

F. Oversee bank relationship

- Liaison between all banks and church
- Manage all bank charges and fees
- Review and process bank statements

G. Prepare monthly financial statement

- Prepare and give to the executive pastor
- Make recommendations to the finance committee

H. Prepare all giving to denominational allocations

- SBC Cooperative Program giving
- Southside Baptist Network giving

I. Prepare all designated giving reports

J. Reconcile all VISA and AMEX credit card statements and manage cards

K. Prepare each unique monthly recurring journal financial transfer (4 of them)

L. Prepare financial statements for the Fig Tree Café

M. Review all merchant services items

N. System Administrator for Shelby, banks, GOCO, PCI companies

O. Assist in the preparation of the annual church budget

## **2. Human Resource Responsibilities**

- Maintain all files for employees, ensure information is correct, and adjust as needed
- Enroll all approved employees into insurance and retirement programs
- Ensure background checks are completed and reviewed
- Make sure all new employees are given everything needed to do their job
- Liaison with insurance brokers, Guidestone Financial, and GOCO management
- Prepare and take notes for the Personnel Committee meetings
- Monthly reconciliations and payments for: Anthem, COBRA coverage, disability insurance, online doctor coverage, legal coverage, Guidestone plans
- Keep track of staff anniversaries and prepare anniversary checks
- Oversee departure of all employees and all items involved
- Help senior pastor and executive pastor prepare personnel budget

## **What You Bring:**

The following describes many of the characteristics of the ideal candidate for the Business Administrator

### **1. Education, experience, knowledge, skills, and abilities**

- Degree in business, accounting, or finance
- 10 years of work experience in office management, finance, or accounting

- Organized and the ability to multi-task
- Computer skills and experience using spreadsheets, financial software, and databases

## **2. Personal Characteristics**

- Christian character comprised of integrity, confidentiality, and honesty
- Growing believer in Jesus Christ
- Displays a love for God and a passion for His Word
- Demonstrable skills working in cross-cultural settings
- Positive, energetic, and fun
- Flexibility
- Attention to detail
- Team player who works well with others
- Innovative, self-starter, able to adjust to new initiatives
- Seeks to build relationships with staff
- Good communicator (written and public speaking skills).
- Good organizational skills and manages time, money, and other resources wisely.
- Able to participate on a team effectively as leader and servant

### **If You Are Interested:**

- We ask that you pray about your participation about becoming our next Business Administrator.
- As you have the peace of God, we invite you to send a cover letter and resume to us [glewis@fbcjonesboro.com](mailto:glewis@fbcjonesboro.com) and call/text me to confirm you have emailed your resume. On occasion, we have had other inquiries and submissions that have gotten lost electronically somewhere.
- We want you to know that we will take all resumes received and review them individually. On our end, we have a team that will be reviewing the resumes we receive.

If you have any questions you want answered before sending your resume to us or questions about what is taking place on our end during our search process, you are welcome to call Gary Lewis, our Executive Pastor, (770) 478-6710 or email him [glewis@fbcjonesboro.com](mailto:glewis@fbcjonesboro.com).