

Position Title:

Financial Administrator / Office Manager

Purpose Statement:

To oversee and maintain all financial records, systems, and transactions needed to insure the financial integrity and accountability of Adventure of Faith, and to oversee the operations of the church office.

Reports to:

Senior Pastor

Supervises:

Office Volunteers

Training:

The chosen candidate will train under the supervision of the current Office Administrator for approximately four months (pref January – April). before assuming full responsibility for the position.

Main Responsibilities, Financial

- Account for and report on all financial transactions, including payroll, utilizing our ACS software
- Provide monthly financial summary to Session, and an annual summary to the congregation.
- Act as the church's agent in all fiduciary matters such as loan negotiations, insurance purchases, governmental tax and permit issues, denominational relations, etc.
- Oversee the management of all church revolving credit card accounts
- Recommend an annual budget for church administration, and operate within the budget approved by the Session.

Main Responsibilities, Office

- Continually update and maintain church database records, utilizing ACS software
- Oversee the maintenance of office equipment.
- Oversee the functioning of the church office.
- Publish the weekly bulletin.
- Oversee the publishing of other items, as needed.
- Coordinate church mailings.
- Act as church receptionist during normal hours, when needed.
- Train and utilize as many volunteers as possible.
- Oversee entry and exit procedures for all new and departing staff.
- Provide keys and codes for all appropriate church leaders
- Other duties as assigned

Qualifications:

- Must be a professing Christian
- Bachelor's Degree, pref in accounting, business, or related field
- Familiarity with accounting Procedures and payroll issues.
- Familiarity with regulations for non-profit, 501-3(c) organizations.
- Exceptional computer skills
- Exceptional organizational skills

- Ability to communicate clearly, both verbally and in writing.

Work Schedule:

Full-time, salaried position, 40 hrs. per week
8-5, M-Th; 8-3, Friday, 2 hours flex

Salary:

\$40,000 - \$45,000 per year, depending on experience and qualifications

More information may be found on our website, www.faihadventure.com. Click on “News” , then “Employment Opportunities.”

RESUMES should be forwarded to:

Adventure of Faith Church
4705 Jackson Ave SE
Port Orchard, WA 98366

OR

Email: searchteam@faihadventure.com