

Clackamas Bible Church
Business Administrator
November 2022

Reports To: Senior Pastor
Coordinates With: Office Manager
Term: At will
Work-week: Part-time, usual maximum of 20 hours/week, limited flexibility
Remuneration: Hourly wage, DOE (depending on experience), vacation and sick leave allotted

Core Duties:

- Payroll
- Accounting & Records management
- Administrative Assistant to pastors and staff
- Collateral duties as assigned

Qualifications:

- Stable, maturing Christian, worthy of respect
- Knowledge and experience with QuickBooks and basic knowledge of not-for-profit accounting principals
- Knowledge and experience with Microsoft Office including Excel, Word, and Publisher
- Proven ability to handle confidential information and protect the privacy of such information
- People-focused – able to work well with a variety of personalities with varying backgrounds
- Flexible – able to multi-task, fill-in for office manager, and take on collateral duties gladly while ensuring core duties are all timely accomplished
- Professional in appearance and communication and able to converse with multiple stakeholders such as a pastor, a service repairman, a church volunteer, or a rental tenant.
- Service-oriented

Responsibilities:

Accounting and Records Management:

- Pay bills and record financial transactions in a timely manner
- Monthly reconciliation of checkbook and fund accounting
- Payroll: collect timesheets and submit hours to payroll company
- Oversee procedures and forms for handling receipts and reimbursements
- Insure adequate internal control procedures
- Oversee recording and deposit of tithes and contributions, and send distribute yearly statements to congregation
- Track spending in relation to annual budget
- Prepare financial reports as requested for board and congregation

- Maintain chart of accounts and financial files
- Stay current with tax laws and similar matters related to churches
- Maintain and disperse office and copier supplies
- Maintain church and board historical records
- Electronically archive dated records
- Maintain records on background checks of ministry workers
- Be the primary point of contact for vendors, rental tenants, state and local officials (inspectors, etc.)
- Maintain lease agreements and perform background checks

Administrative Assistant to Pastors and Staff

- Provide physical presence in the office
- Serve as fill-in for church office manager (this may require periods of additional hours of work and requires schedule flexibility)
- Assist pastors and staff with requests and collateral duties as necessary (additional hours can be allowed where deemed necessary)
- Schedule and meet with vendors, inspectors and repair people
- Meeting regularly with the Deacons to discuss issues related to property and property management
- Keep up to date on church insurance and legal issues
- Participate in weekly staff meetings
- Order flowers to be delivered to members of the church who have lost a loved one
- Mail out Stephen Ministries grief books
- Correlative duties as assigned by the board (additional hours can be allowed where deemed necessary)

Collateral Duties as Assigned

- This position description may be updated at the will of the board with specific duties added or taken away
- Additional periodic tasks such as assisting with an event, assisting volunteers, appearing at a board meeting, and similar items may be assigned as needed

This position description cannot fathom all duties but represents the bulk of the job duties. The incumbent should understand additional duties may come and go as they relate to the core duties.