



Business Administrator **BEND, OR / FULL TIME / ONSITE**

The Business Administrator will provide financial leadership, stewardship and guidance for Journey Church. The Business Administrator will be a self-starter, hard-working, team player that does well in a fast-paced environment that seeks to advance the Kingdom of God.

At Journey Church, we exist to lead people on a journey of transformation in Jesus. Since February 2010, Journey has existed as a place for those who don't like church to find Jesus. We strive to go where Jesus would go and reach people Jesus would reach. We are looking for someone to join our team who can use their business acumen to bring glory to God and help our church and ministries thrive.

This will include, but is not limited to paying bills regularly, overseeing tithes and offerings, daily financial operations, balancing budgets, payroll, working with staff and elders to execute healthy financial culture.

What You'll Do

- Act as primary liaison for all fiscal activities
- Work directly with our Fearless Leader to oversee the annual budget
- Work with our Fearless Leader to determine long-term budget goals and priorities
- Work with our Fearless Leader to establish financial policies for staff and church
- Manage budget tracking, insurance planning, capital expenses, and staff financial/budget accountability with pastoral oversight
- Utilize online softwares and third-party subscriptions to manage finances
- Develop Human Resources practices and oversee staff procedures

Skills You Need to Succeed

- Able to self-motivate, make independent decisions, and solve problems
- Effective at time management and adhering to deadlines while staying flexible and open to change
- Excellent written, verbal and interpersonal communication skills; able to explain complex processes and prioritize partnership
- Effective at process and organizational management to coordinate, structure, and provide vision to projects
- Able to work through conflict
- Strong skills in bookkeeping, Quickbooks, and other budgeting systems
- 3-5 years of experience (preferably in a church context)
- Bachelor's Degree

Benefits We Offer

- Employer-paid leave for vacation, sick time or other qualified reasons
- Medical, Dental, and Vision Insurance
- Retirement matched at 3%
- Casual dress and work environment
- Flexible work schedule (Sun-Thurs)
- Additional professional development and training opportunities as needed
- Conferences and retreats

Our Beliefs, Culture, and Expectations

Journey believes the church is the local expression of the face of Jesus. The way the world will see God will be through Jesus Christ living in and through us. Our core values are seen in the thoughtful living of each member of the Journey Community.

As part of the Journey Church staff, you are expected to support, lead, and set an example of the ministry philosophy and practices we uphold. This includes

- loving God and maintaining personal spiritual rhythms of Bible reading, prayer and participating in Christian community
- becoming a member of Journey within three months of hiring
- exercising discernment and wise judgment while upholding appropriate levels of confidentiality
- pursuing excellence in all areas of work, life, and ministry