



# MT. ZION BAPTIST CHURCH

## Job Description

**Title:** Church Business Assistant

Report to: Operations Coordinator

Hours: 30-hours per week

### Summary of Position

The Church Business Assistant (CBA) is responsible for assisting the Senior Pastor and appropriate staff in the operations of the church within the vision and values of the church, this includes functions related to budget and finance, human resources, operational support, safety, security, legal, liability and policies for all ministry operations.

### Qualifications

- Possess a personal belief in the Lord Jesus Christ as Savior
- Be in agreement with Mt. Zion's stated mission and goals
- Experience with non-profit organizations is preferred
- Affirm the Articles of Faith of Mt. Zion Baptist Church, which are the Baptist Faith and Message (2000)

### Education Requirements

Minimum: High School Diploma or GED required. Associates degree or higher, as well as 2 years of work experience, in the areas of business administration, accounting, or finance preferred.

### Specific Responsibilities

#### Financial

- **Bookkeeping Liaison:**
  - Bookkeeping and maintaining a full accounting system for church funds, in coordination with third party bookkeeping vendor.
  - Serve as the primary contact for the outside bookkeeping company.
  - Provide necessary financial data and respond to any questions promptly.
  - Maintain relationships with key banks.

- **Accounts Payable & Reimbursements:**
  - Upload and manage reimbursement requests through vendor-provided tools.
  - Process invoices for payment through vendor-provided tools.
  - Verify payments processed and made upon request.
  
- **Offering Deposits & Contributions:**
  - Record and deposit offerings accurately.
  - Monitoring church donations to be compliant with non-profit status.
  - Ensure all deposits are allocated to the correct accounts and donor records.
  - Provide deposit documentation to the bookkeeping company.
  - Providing yearly tax documentation for all contributor.
  
- **Payroll Administration:**
  - Report all payroll changes or needs biweekly to the bookkeeping company.
  - Submit staff timesheets and confirm payroll is processed on time.
  - Manage and monitor Paid Time Off accruals and requests.
  - Oversee the processing of payments for staff enrolled in the church-provided HRA.
  
- **Financial Reporting:**
  - Ensure monthly financial reports are received from the bookkeeping company.
  - Provide monthly and annual financial reports to all appropriate users, specifically including the Church Treasurer.
  - Monitor actual vs. budget results throughout the year, keeping church leadership updated on the status as compared with previous years.
  - Distribute reports to pastors and the Operations Coordinator.
  - Maintain a shared record of accounts and financial documents.
  - Coordinate all activities to complete the annual audit when scheduled.
  - Ensure a proper control environment including developing and documenting all policies and procedures for finances alongside Church Treasurer and Operations Coordinator.
  - Develop and maintain a process for archiving financial records.
  
- **Budgeting & Conference Reporting:**
  - Manage annual budget process under the direction of the Finance Committee and church leadership.
  - Providing cost analysis of financial status to aid in budgeting and cost control
  - Assist with preparation of the annual church budget.
  - Coordinate with the bookkeeping company to ensure required reports are prepared for Conference submission.
  - Add supporting narrative to reports where necessary for leadership presentations.
  - Work in conjunction with church leadership on long-range planning for facilities upkeep and maintenance projects.
  - Develop and oversee the process for managing Vision Project funds.

## **Human Resources**

- Maintain employee policies and procedures alongside appropriate supervisors.
- Maintain benefits, including insurance and retirement benefits.
- Assist employees with HSA payments when needed.
- Make changes to payroll deductions when requested.
- Oversee processing and delivery of payroll.
- Ensure compliance with federal, state, and local labor laws.
- Review regularly OSHA requirements as they are issued and/or updated.

## **Security and Technology**

- Ensure security and camera systems are operational and up to date in collaboration with third-party vendors.
- Assign and keep records of keys and key cards for the church campus.
- Maintain technology infrastructure in collaboration with third-party vendors.

## **Competencies**

- Servant-Leadership
- Ethical conduct
- Capacity to lead large, complex projects on-time and at-budget
- Maintains professionalism, confidentiality and excellence at all times
- Competencies in computer skills, especially the Microsoft Office Suite and budgeting software preferred (training will be available for specific tools)
- Written and verbal communication proficiency
- High emotional intelligence and ability to maintain composure under stressful situations
- Presentation skills
- Teamwork mentality
- Strong organizational skills
- Self-starter
- Keen eye for details

## **Other**

- Abide by Christian Code of Conduct specified in the church Employee Handbook concerning confidentiality, time and attendance, and professional demeanor commensurate with this position.
- Keep the Pastor and additional staff informed of emergent situations.
- Perform other administrative duties as assigned by the Senior Pastor or Operations Coordinator.