



GRACE BIBLE CHURCH
- OF BEND -

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Open Position Title: Business Administrator

Date: Position starts TBD

Reports to: Lead Pastor

Overview:

Grace Bible Church is seeking a part-time Business Administrator who will be responsible for the planning, execution, and evaluation of the business and fiscal administrative functions of the church. This person will provide management for the following categories: general business administration, budget financials, human resources and payroll, facilities management and the Grace Academy. This position will be salaried at \$40,000 per year, will average 25 hours per week, and will work closely with the Lead Pastor, Church Treasurer, Academy Director, and Governing Elder Team.

Qualifications:

- Must be a GBC member (or be in process or willing to become a member)
- Humble team player who works for the glory of God and seeks excellence in all things
- Strong interpersonal skills, organizational skills, communication (verbal & written) skills
- Bachelor's degree required, preferably some experience in business administration or accounting
- Strong capabilities and experience in financial management and budget oversight
- Able to maintain strict confidentiality due to the sensitive nature of this role
- Must have a high attention to detail, be a self-starter, and a team player
- Is technically savvy and comfortable learning new tech skills as needed
- Must be able to manage his or her time well
- Has proficiency in QuickBooks and Google Drive applications (Word, Excel, etc.)

Primary Responsibilities

- 1. General Business Administration**
 - a. Oversee contracts, supplies, and equipment from various vendors (copier, bank, internet, security, etc.)
 - b. Serve as GBCB Risk Manager and subject matter expert
 - c. Serve as GBCB Project Manager on all building, renovation and rehabilitation projects as needed
 - d. Oversee administration and staffing of operational elements including banking, insurance, human resources, and facilities, etc.
 - e. Ensure compliance with all applicable government regulations and requirements
 - f. Prepare the annual Business Administration Ministry Plan setting goals and objectives
- 2. Budget & Financial Administration**
 - a. Manage the bookkeeper who is responsible for the preparation of monthly financial statements, processing of payments, and general bookkeeping
 - b. Ensure accurate and efficient management of financial and payroll systems
 - c. Oversee timely payments processing with bookkeeper
 - d. Confirm all donations, invoices, and payments are being processed in a timely manner
 - e. Manage finance record archiving, including digital and hardcopy file storage.

- f. Manage giving database and ensure timely distribution of annual giving statements
 - g. Assist in creating reports for elder meetings, and delivering financial reports at member meetings, etc.
 - h. Lead the annual development of financial plan including annual budget process with finance team and Governing Elders
 - i. Provide review of monthly financial reports prior to completion and release to the Finance Team
 - j. Create the Finance Team agenda and lead the monthly meetings
 - k. Ensure monthly Finance Team meeting minutes are prepared and meeting records maintained
3. **Human Resources and Payroll**
- a. Supervise the HR director and all processes related to HR.
 - b. Develop policies and processes for review and approval by the Finance Team and the Governing Team of Elders
 - c. Help oversee administration of HR information and systems
 - d. Ensure compliance with internal and external, and governing entity policies
 - e. Manage benefits for all church staff
 - f. Assist elders and finance team with setting annual compensation for church staff
 - g. Ensure efficient payroll operations
 - h. Manage the effort to create and maintain employment files
4. **Facilities**
- a. Supervise the activities of GBCB Facilities Director
 - b. Ensure that GBCB assets and facilities are maintained in working order
 - c. Provide facility budget direction
 - d. Provide senior level management oversight of facility activities
 - e. Mentor Facility Director and provide leadership direction
 - f. Work with outside groups and vendors using the facilities at GBC
5. **Grace Academy**
- a. **Serve as a consultant to the Academy**
 - 1. Ensure that Academy has sufficient insurance coverage
 - 2. Assist with the development of Academy policies and regulations
 - 3. Serve as an advisor to the Grace Academy Administrator in providing advice and assistance with staff performance issues as they arise
 - 4. Supervise GBCB staff support of the Academy activities, including HR and payroll
 - 5. Receive and review the Grace Academy Leadership Team meeting minutes
 - b. **Serve on Academy Finance Team**
 - 1. Assist with the development of the annual budget
 - 2. Serve as liaison between Academy finance Team and GBCB Lead Pastor and Governing Team
 - 3. Meet quarterly to review Academy operation against the approved annual budget

Details:

- Part Time: approximately 25 hours per week
- Schedule: Flexible availability Monday through Friday (with occasional evening commitments such as Member Nights)
- Compensation: \$40,000 annual salary

About our Church:

Grace Bible Church is located in beautiful Bend, Oregon and is part of the Acts 29 church planting network. Grace Bible seeks to glorify God by exalting Jesus Christ, and by being an authentic community of believers who live as the body of Christ and the family of God in Bend and around the world.