

# Financial Administrator

LifePoint Church is seeking to hire a part-time Financial Administrator to join our team. The Financial Administrator serves as a key team member, providing financial administration, office management, and ministry support. This role requires flexibility, attention to detail, an extremely high level of confidentiality, and a strong team mindset. The position works closely with the Lead Pastor, Church Treasurer, Church Council, and ministry leaders to ensure faithful financial stewardship and smooth day-to-day operations.

## What We're Looking For

### Character

- Demonstrates wisdom in personal lifestyle choices related to conduct, character, and integrity (Galatians 5:22–23)
- Displays humility, teachability, and a servant-hearted posture

### Chemistry

- Supportive of the mission, vision, strategy, and purpose of LifePoint Church
- A team player and team builder who seeks the good of the entire organization
- Someone who is details oriented and full of integrity

### Competence

- Demonstrates initiative, creativity, and follow through
- Able to learn and effectively use accounting software, manage projects, and organize administrative systems

## What You'll Do

### Financial Administration

- Participate in weekly staff meetings
- Record weekly offerings and process online contributions using church accounting software
- Process payroll and accounts payable
- File and remit required State and Federal payroll withholdings
- Prepare and submit monthly, quarterly, and annual State and Federal financial reports, including W-2s
- Close financial books monthly and annually
- Prepare and distribute monthly financial reports to staff and the Church Council
- Work closely with the volunteer Church Treasurer to ensure accurate reporting and sound financial practices
- Manage tax-exempt certificates and church liability insurance



## Office & Ministry Support

- Serve as an office contact during scheduled office hours, answering phones and responding to inquiries
- Open, process, and distribute mail

## Food Pantry & Volunteer Coordination

- Coordinate and support Food Pantry and office volunteers
- Ensure compliance with Food Pantry regulations and reporting requirements

## Facilities Coordination

- Collaborate with the Facilities Director regarding building use, maintenance projects, budgets, contracts, and key distribution

**Hours:** 20-25 hours

**Pay Range:** \$17- \$19/hour

**Benefits:** Flexible scheduling; 64 hours (8 days) of paid vacation annually; 48 hours (6 days) of paid sick leave (accrues annually); 11 paid holidays.