



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 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, Lead Deacon, 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, Google Drive, and Microsoft Office 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. Oversee and maintain GBCB insurance policy
- c. Serve as GBCB Risk Manager and subject matter expert

- d. Serve as GBCB Project Manager on all building, renovation, and rehabilitation projects as they arise
- e. Oversee administration of operational elements including banking, insurance, government interactions, etc.
- f. Ensure compliance with all applicable government regulations and requirements
- g. Prepare the annual Business Administration Ministry Plan, setting goals and objectives for the coming year

2. Budget & Financial Administration

- a. Provide accurate and efficient management of financial and payroll systems
- b. Oversee timely bill payments
- c. Confirm all donations, invoices, and payments are being processed in a timely manner
- d. Manage finance record archiving, including digital and hardcopy file storage.
- e. Manage giving database and oversee distribution of annual giving statements
- f. Assist in creating reports for elder meetings and deliver financial reports at member meetings, etc.
- g. Lead the annual development of financial plan alongside pastoral staff, elders, and finance team
- h. Lead the annual budget processes
- i. Assist with the setting of annual staff compensation levels
- j. Oversee check requests and expense reporting from staff
- k. Manage the bookkeeper who is responsible for the reconciliation of bank account and monthly financial statements
- l. Provide review of monthly financial reports prior to completion and release to the Finance Team
- m. Provide policy direction to the bookkeeper when questions arise about expense processing
- n. Communicate financial information to the congregation when scheduled
- o. Create agendas for the finance team and lead the monthly meetings
- p. Prepare monthly finance team meeting minutes
- q. Maintain record of Finance Team decisions

3. Human Resources and Payroll

- a. Lead in the creation of staff policies
- b. Develop policy statements and processes for review and approval by the Finance Team and the Governing Team of Elders
- c. Manage the creation and implementation of the GBCB HR Manual and lead efforts to provide an employee manual
- d. Conduct documentation of new employees
- e. Provide organized administration of HR information and systems
- f. Ensure compliance with internal and external policies and governing entities
- g. Manage benefits for all church staff and lead HR duties
- h. Assist elders and finance team with setting annual compensation for church staff
- i. Review and distribute annual W-2s and 1099s
- j. Ensure efficient payroll operations
- k. Manage the activities of the Business Administration Assistant
- l. Lead the effort to create and maintain employment files

m. Lead in the creation and implementation of on-boarding and off-boarding processes

4. Facilities

- a. Supervise the activities of GBCB Facilities Director
- b. Lead the creation of asset tracking and work order system
- c. Ensure that GBCB cleanliness standards are maintained
- d. Ensure that GBCB assets are maintained in working order
- e. Provide facility budget direction
- f. Serve as liaison between Finance Team and Facility Manager
- g. Assist Facility Manager in identifying project priorities and resultant project sequencing
- h. Provide senior-level management oversight of facility activities
- i. Mentor Facility Manager and provide leadership instruction

5. Grace Academy

- a. Serve as Administrative Leader to Grace Academy
 1. Prepare annual faculty job offers and employment contracts
 2. Ensure that Academy has sufficient insurance coverage for the size of the operation
 3. Assist with the development of Academy policies and regulations
 4. Oversee the annual faculty onboarding process
 5. Provide advice and assistance with staff performance issues as they arise
 6. Supervise GBCB staff support of the Academy payroll process
 7. Supervise GBCB staff support of the third-party payments processor
- b. Serve on Academy Finance Team
 1. Assist with the development of the annual budget
 2. Represent GBCB finance team at Academy Finance Meetings
 3. Serve as liaison between Academy finance and GBCB Lead Pastor and Governing Team
 4. Meet quarterly to review Academy operation against the approved annual budget
- c. Serve as One of Four Members of the Academy Leadership Team
 1. Meet biweekly to identify and address Academy operational issues as they arise
 2. Assist the Leadership Team with strategic considerations
 3. Serve as liaison between Academy and GBCB facilities, operations, HR and payroll

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.