



# Fellowship Administrator

## **Primary Objective**

The Administrator is a valued leader entrusted with ensuring accurate and effective operations that are critical to the overall success of the church's mission. Of greatest importance is the accurate and timely management of every aspect of the financial affairs of Fellowship including: budgeting, contributions, expenditures, cash flow, long-term debt, cash reserves, and all reporting related to each. Communication across all channels (Website, email, bulletin, social media) is the other top priority for this position. Communications takes organizational skills, clear communication across many departments, and systems implemented that keep consistent, creative communication flowing to Fellowship and the community. In addition, the Administrator oversees overall facilities and campus grounds. The Administrator works closely with and reports to the Associate Pastor.

The primary measures of success for this role are: 1) The accurate handling and reporting of any financial data; 2) Defined systems that produce consistent and clear communication across all channels; 3) Prioritizes week to accomplish great things for the Lord through Fellowship.

## **Responsibilities**

We expect this person to focus on the following three priority:

**Financial Management** - *This position owns, fully understands, and is able to articulate the current and projected condition of any area of financial stewardship of the church.*

1. Supervises and works closely with the Bookkeeper to develop and implement processes to ensure the accurate input and reporting of contributions and expenditures.
2. Works with ministry leaders to create an annual budget that meets the directives of the Elders.
3. Monitors daily cash flow, approves payables, signs checks.
4. Initiates monthly report of Budget v. Actual by ministry and the church overall.
5. Monitors debit card purchases and holds ministry leaders accountable to guidelines & processes.
6. Maintains multiple contribution venues.
7. Tracks and reports trends in attendance, contributors, contributions, and other measures as requested.
8. Researches and negotiates health insurance rates and renewals.
9. Prepares quarterly contribution statements for contributors.
10. At least quarterly meets with FREE Team for the review current financial position.
11. Negotiates, owns, and oversees all maintenance contracts related to campus facilities and office equipment.
12. Works closely with volunteer leadership team over Financial Peace University program.
13. Oversees the process of assimilating first time givers, currently hand-written notes.

## **Communication**

14. Work with Shane to prioritize, phrase, and determine appropriate communication channel for all church announcements (bulletin, stage, website, email, banner stands, etc.).
15. Writes church-wide communication pieces, including weekly events email, quarterly giving letters, and other communication and information.
16. Reviews and approves weekly bulletin.
17. Graphics for all ministries.
18. Oversees upkeep and updating of website.
19. Work with Shane and other staff to prioritize video needs and then execute with part-time videographer

## **Facilities / Campus Maintenance**

20. Supervises maintenance staff to develop and implement processes to ensure facility and grounds are kept in good condition, are ready for ministry activities, and reflect the beauty and welcoming culture of the church. Defines spending boundaries of maintenance staff's discretion, and reviews and approves projects above that.
21. Works with Landscape Team to develop and implement processes to ensure grounds are kept in good condition, and reflect the beauty and welcoming culture of the church. Defines spending boundaries within Landscape Team's discretion, and reviews and approves projects above that.
22. Owns and coordinates the church's calendar of events, reflecting the intended use of the facility throughout the year. Reviews and approves requests for facility use on an on-going basis.
23. Negotiates, owns, and oversees all maintenance contracts related to campus facilities, tech infrastructure, and office equipment.



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## **Leadership**

Consistently reflects the leadership culture of the church:

- Lives out an attitude of servanthood, elevating appropriate needs of others above self
- Quickly responds to requests for information and assistance, promptly providing it or stating when it can be provided, and then delivering as promised
- Follows through on commitments, meets deadlines or negotiates any delay ahead of time.
- Leads by example, striving to live out the Values of the church.
- Strives to maintain a work/life balance that honors family as well as ministry obligations
- Is teachable.

Provides leadership direction and care for paid and unpaid positions, empowering and encouraging them according to each one's needs in order to produce their best work, and which meets the expectations of their role.

- One part-time Bookkeeper.
- One part-time videographer.
- Coordinates with FREE Team (consults for financial matters).
- Coordinates with Financial Peace Team.

Builds teams. Identify and invite others into serving on a team within your areas of responsibility. Invest in their development, empower them, and encourage them to carry out ministry. Identify potential new leaders.

## **Qualifications**

- Must be a believer in Jesus Christ, mature in faith and practice, and in agreement with Fellowship's doctrinal beliefs and ministry model.
- Must have a Bachelor's Degree in Finance, Accounting, or equivalent field.
- Prefer at least three years' experience in a finance or accounting paid position, with demonstrated competency in budgeting, expense forecasting, cash flow, and tracking trends.
- Must be a detail-oriented, task driven person with the ability to plan and execute a project from start to finish.
- Ability to recruit, build and deploy effective paid and unpaid teams to accomplish the mission. Ability to coach others on how to be strong leaders and coaches of others.
- Ability to manage contractors, vendors and salespersons.
- Prefer at least two years of proven strong written and spoken communication skills, proven ability in copy editing.

The Financial Administrator is a full-time, salaried position with optional benefits whose role will be 40+ hours between Monday – Friday. Email [jobs@fellowshipconway.org](mailto:jobs@fellowshipconway.org) with your resume.