



BUSINESS ADMINISTRATOR

FULL-TIME (40-50 HRS)

LOCATED IN SALINA, KS

The Business Administrator position serves on the Central Services team. The Central Services team serves the 10+ locations of the CrossPoint Network in the areas of Pastoral and organizational leadership, legal issues, and finance. The Business Administrator will have the opportunity to be a vital part of an effective and always growing church. The Business Administrator will work directly with the Executive Pastor of Strategic Development in the area of financial strategies, implementation, and tracking.

Business Administrator Job Duties:

- Providing office support including congregational and employee support
- Keeping well-organized files and records of business activity
- Creating and distributing quarterly charitable giving statements
- Keeping computer databases up to date
- Interacting with the congregation and vendors either on the phone or in person
- Following up on business communications, billing, and ordering
- Invoicing
- Bill pay
- Using software to track expenses and church spending
- Assist in the annual budgeting process
- Collecting and inputting church data
- Managing Church assets
- Building relationships with the congregation and vendors
- Collecting and sorting weekend giving batches
- Assisting with minor technical support
- Giving feedback on office efficiency and suggesting possible improvements
- Being ready for any other administrative tasks that are required

Business Administrator Skills and Qualifications:

Bookkeeping, Organization, Proficiency in bookkeeping software, Ability to learn and juggle multiple software solutions, Time Management, Communication, Attention to Detail, Problem Solving, Multi-tasking, Billing, Reporting, Researching, Ordering, Invoicing, Computer Skills, Ability to work independently, Financial or administrative experience preferred.

Prerequisites:

- Must to be able to pass a federal and state background check
- Must be able to prove financial responsibility through a credit check
- Agreement with CrossPoint Church on the employee standard of conduct and expectations