

## Finance and Business Administrator Job Description

**JOB TITLE:** Finance and Business Administrator  
**JOB STATUS:** Full-time  
**DATE:** June 11, 2024  
**APPROVED BY:** Trustees and Pastors of Venture Church

### (1) Job Summary

The Finance and Business Administrator of Venture Church is responsible for the administration and management of church operations, including finances, facilities, human resources, record-keeping, and reporting. The Finance and Business Administrator will work under the leadership of the Trustee team, Dallas Campus Pastor, and Lead Pastor of Venture to perform all essential duties and responsibilities of the position.

### (2) Essential Duties and Responsibilities

**Financial Management** - manages financial matters such as budgeting, accounting, and reporting. Additionally, records the church's income and manages the church's financial resources. This includes donations, offerings, investments, and expenses, ensuring transparency and accountability.

1. Process and maintain accurate records for all incoming and outgoing monies of the church (accounts receivable/accounts payable).
2. Both digitally and in print where required, maintain all official records, receipts, invoices, minutes, etc. in an accurate and orderly manner that meets the legal standards required for an official non-profit corporation.
3. Contributions
  - a. Manage the processing and posting of contributions to individual profiles (F1FellowshipOne).
  - b. Mail year-end contribution statements to all contributors no later than the second (2<sup>nd</sup>) week of January.
  - c. Manage quarterly mailer to all contributors containing an official record of their contributions year to date and cover letter as well from a designated Pastor (assigned by the Lead Pastor) when requested.
  - d. Record/manage individual payment records and accounts when appropriate for any incoming designated monies for camps, conferences, retreats, events that Venture is officially managing the registration of people to attend (i.e., Summer Camp for High School and Middle School Students, Fund Raising Events for Students to go to camp, etc.)
  - e. Provide a weekly report of total weekly One Fund gifts to the Trustees and designated Pastors.
  - f. Ensure weekly cash and check contributions are deposited to Venture's bank in a timely manner.
4. Accounts Payable
  - a. Review and prepare all invoices for payment and payments for all contract and internship positions in a timely manner and properly assign them into the budget.
  - b. Obtain required signatures on all checks.
  - c. Maintain proper files for payment request forms, invoices, and any additional supporting documents for all payments.
  - d. Maintain petty cash disbursement records, balance, and replenish monthly.

- e. Generate and file all necessary accounts payable reports, such as cash requirements, check register, etc.
  - f. Manage all facets of Venture's credit card accounts, including filing, reconciling, remitting payments, and resolving discrepancies.
5. General Ledger
    - a. Input general ledger entries, including, but not limited to, journal entries, deposits, and automatic transfers (Shelby Accounting System).
    - b. Reconcile monthly bank statements and close general ledger records.
    - c. Prepare and provide monthly financial reports after month end financial closing and submit to the Trustees, Dallas Campus Pastor, and Lead Pastor.
    - d. Produce monthly budget status reports and issue to campus pastors and ministry team leaders with budgetary responsibilities.
  6. Prepare update of the bank account status for Trustees, Dallas Campus Pastor, and Lead Pastor when requested.
  7. Prepare and input annual budget information into the management software.
  8. Meet regularly with Trustees, Dallas Campus Pastor, and Lead Pastor to review ministry specific budget status and provide budgetary accountability to ministry leaders.
  9. Maintain sales tax records & file semi-annual requests for NC sales tax reimbursement.
  10. Report promptly any possible financial irregularities or concerns to the Chairperson of the Trustees, Dallas Campus Pastor, and Lead Pastor.
  11. Responsible for all bank communications regarding Venture's checking, savings, investment, and credit card accounts.
  12. Review and respond to financial correspondence (emails, letters, phone calls etc.) daily.
  13. Any other duties required by the Trustees and Dallas Campus Pastor to manage the finances of Venture with integrity and excellence.

**Facility Management** - oversees the maintenance, safety, and security of the church building and grounds. Coordinates repairs and renovations, manages contracts with vendors, and ensures the proper functioning of utilities and equipment. Provides oversight of office management, renting church facilities, maintaining office supplies, and more.

1. Acts as safety/security officer of the church by annually reviewing insurance requirements, regularly inspecting the church and property (including vehicles) to insure a safe and secure environment, and making repair or replacement recommendations as needed; oversees the safety and security of all attendees with an emphasis on child protection.
2. Coordinate assignments and duties of maintenance related staff members. This should include a formal weekly meeting.

**Human Resources** - manages the church's human resources, payroll function, and benefit offerings. Oversees onboarding and offboarding of employees, interns, and contract staff. Assists with vetting ministry directors and volunteers to ensure background screening criteria is met and proper training is administered/received.

1. Enter and process staff payroll by established deadlines in the contracted payroll company system (Paycor).
2. Maintain a printed and filed employment record for every employee that includes, but is not limited to, all required government documentation, direct deposit form, salary packages, payroll schedules, signed copy of the employee policy and procedures manual, annual reviews, etc.
3. Verify and print records of all monthly payroll tax payments, quarterly tax filings, and manage all W2 information.

### **(3) Reporting Relationships**

- A.** The Dallas Campus Pastor will be the primary reporting relationship; specifically focusing on office hours, time management, vacation, and annual performance review.
- B.** Reports to the Chairperson of the Trustees in serving the financial needs of the Church. The Trustees may request the Dallas Campus Pastor and Lead Pastor to assist them in this reporting relationship.

### **(4) Job Specifications**

- A.** Meet the ethical, moral, and spiritual qualifications of an Elder and Deacon in 1 Timothy 3 and an Elder in Titus 1.
- B.** A love for Christ, the local church, and a passion to engage the world far from God with the Gospel of Jesus Christ to know and follow him.
- C.** Fully agree with and can genuinely advocate for the Doctrine, Core Values, Mission, Objectives, Goals, and overall ministry strategy of Venture.
- D.** An associate's degree in accounting or business administration or an equivalent combination of education and work experience in finance/business/office management.
- E.** Background in the use of recognized official accounting software including management of accounts receivable and payable.
- F.** Background in data entry and data reporting.
- G.** Proficient in the use of Microsoft Word and Excel.
- H.** Able to proficiently operate basic Apple products and software such as Mail, Calendar and Reminders and a basic level of proficiency with Google Docs and Google Sheets.
- I.** Demonstrates a genuine cross culture relational life.
- J.** Excellent interpersonal communications skills.
- K.** Ability to write clearly and concisely.
- L.** Ability to both lead a team and to work as a team member.