

Church Administrator - Full Time

FBC Creedmoor
119 South Main St
Creedmoor, NC 27522

First Baptist Church Creedmoor is looking for a Church Administrator that has excellent communication skills, can multitask, is self-motivated, driven, resourceful, takes initiative and ownership of their work. This position will be responsible for the church finances and the general business needs of the church. Our Church Administrator is most often the initial contact for members and visitors who come to our church office. Both outbound and inbound calls, or reaching out in other ways during the week, should interact with all in a welcoming, kind, and helpful manner. Coordinate schedules, calendars, communications, media, and bulletins. Provide administrative assistance to the Senior Pastor, Church staff and ministries. The Church Administrator is expected to support FBC Creedmoor's mission. Trustworthiness with vigilance towards confidentiality in all matters especially with pastoral conversations, and sensitive, shared information between members.

Accounting Duties:

- Processing vendor invoices
- Recording church member contributions and assisting the counting committee, as needed
- Reconciling balance sheet accounts monthly including bank and credit card reconciliations
- Compiling and validating financial data and reports including preparation of financial statements
- Analyzing and explaining variances in budget vs actual financial data
- Maintaining timely and accurate accounting records
- Maintaining records related to church group usage (i.e. van mileage, copy count, etc.)
- Assisting committee members during annual budgeting
- Preparing purchase orders for review and approvals
- Maintaining professional banking and business relationships
- Preparing annual confidential contribution statements to members
- Preparing and filing sales tax refund with state authority
- Preparing annual 1099 filings and maintaining W9s for all outside contractors
- Assisting with grant writing and providing records for these grants, as needed
- Other duties as needs arise

Office Administration Duties:

- Pleasantly greeting visitors as they come to the Church office
- Answering the phone in the Church office
- Assisting Church staff, Church members/volunteers, and vendors to ensure the campus needs are met
- Handling Church communications and publications, including but not limited to bulletins, newsletters, mailouts and website
- Maintaining member records and contact information
- Maintaining church calendar, including booking of Church facilities
- Maintaining Human Resources files for the Church staff

- Benefits administration
- Picking up and dropping off mail at the Post Office several times a week
- Preparing for Church meetings
- Compiling and coordinating campus maintenance needs
- Coordinating and communicating with outside contractors
- Performing tasks needed to maintain facilities' compliance with local, state, and federal laws (i.e., monthly elevator test)
- Other duties as needs arise

Experience and Skills:

- Accounting/Bookkeeping experience: 5 years (required)
- QuickBooks experience: 2 years, minimum (required)
- Proficiency in Microsoft Office products and other cloud-based software applications (required)
- Excellent communication and interpersonal skills (required)
- Ability to keep confidential and sensitive information (required)
- Previous church or fund accounting experience (preferred)
- Associates in Business Administration or Accounting (preferred)
- Applicant must have a clear Christian testimony and have a good track record of attendance and involvement in a local church.

Job Type: Full-time

Pay: Salary: \$35,000-\$45,000 (depending on qualifications of the applicant)

Hours: 8am-4pm

Benefits:

- Employer-sponsored retirement plan
- Medical supplement
- Paid time off