



Effective Date: July 2020

Title: Administrator

Accountability: Associate Pastor

Primary Duty: To provide financial bookkeeping and administrative support for Maple Ridge Baptist Church so that the message of the gospel can be effectively shared both within our church and in our surrounding community.

Key Responsibilities

1. **Financial Support:** Maintain and provide financial records and support the oversight of the overall budget and ministry budgets of the church
2. **Administrative Support:** Provide administrative support to various ministries within the church in order to facilitate the smooth, effective and efficient running of those ministries
3. **Front Line Guest Experience:** Provide a warm and welcoming environment to those who come to the church throughout the week

Tasks by Responsibility

A. Finances / Bookkeeping - 65%

- **Oversee all financial bookkeeping for the ministry of Maple Ridge Baptist Church. This includes:**
 - Full cycle financial bookkeeping for the church
 - Pay all bills and accounts
 - Lead a team to receive, count and deposit the offering on Sunday mornings
 - Accurately record donor receipts and prepare annual tax receipts and other donor statements as required
 - Ensure all government filings, such as GST and WCB are prepared accurately and filed as required on or before due dates

- Provide accurate and timely financial reporting to the Lead Pastor and Board regarding the financial situation of the church on a monthly basis and as required
- Prepare working papers and financial statements for annual audit
- Prepares and assist Lead Pastor and staff with program budgets
- Manage accounting and financial systems and maintain full and accurate accounting records
- Managing all other financial aspects of the ministry of the church
- Provide Human Resources support for the staff
 - Prepare payroll
 - Maintain benefits packages
 - Record holidays, sick days, etc.
 - Assist in the onboarding of new staff and the exit of staff who are leaving, ensuring that all Human Resources procedures are correctly followed
- Ensure the operation of the church finances and structures are in compliance with the guidelines set out by the provincial and federal government
- Prepare reports for Annual General Meetings and business meetings and maintain church archives
- Develop and streamline systems to improve the effectiveness of the financial systems of the church
- Maintain and oversee filing systems for church record-keeping and reference documents

B. Administrative Support - 20%

- Maintain and oversee office systems & software (i.e. Churchteams database / copiers / telephones / Pro Presenter / Planning Center, etc)
- Input data and manage all data integrity in Churchteams (church database)
- Maintain church-wide events calendar and bookings
- Manage initial serving invites to ministry teams to ensure minimal conflict
- Engage with outside vendors interested in facility bookings and manage all booking contracts to ensure that all necessary information is gathered and communicated to staff
- Other office administrative duties as assigned

C. Front Line Guest Experience - 15%

- Welcome and assist guests who arrive in the office as well as to those meeting in the building during the week
- Ensure that all visitors or inquiries of any kind are handled with care and professionalism, while being directed to the appropriate ministry partners/areas
- Maintain office hospitality standards, ensuring that all spaces are tidy and welcoming
- Ensure that office and hospitality supplies are in stock and well stewarded
- Manage incoming communications through the office (phone / mail / email)

General Comments

Knowledge of Sage 50 and Churchteams would be an asset.

Five years of experience in full cycle accounting would be an asset.

Experience working for a charity or non-profit society would be an asset.

Responsibility to God:

- Love God with heart, soul, strength, and mind
- Joyfully respond to God's call to ministry
- Maintaining a fresh relationship with God through appropriate spiritual disciplines
- Servant leader as per Jesus' model
- Faithful steward of financial resources

Responsibility to Self & Family

- Vital, growing relationship with spouse if married
- Integrity, high moral & ethical character
- Maintain personal health through recreation & relaxation
- Manages his financial matters with integrity
- Grow in ministry effectiveness through ongoing education.

Final Note

- This is currently a part-time position with a working schedule of three to four days a week. If desired, increased hours can be discussed by the applicant.
- While much of your work is administrative in nature it does involve working with a wide variety of people from the church. As such it should be viewed as a ministry with opportunities to impact people with the message of the gospel.
- Due to the nature of this position, flexibility at specific times and seasons to accommodate major ministry events will be necessary. A basic weekly work schedule will be agreed upon with your direct supervisor.