



Job Description: Church Business Operations Assistant

Reports To: Associate Pastor of Sites

Classification: Non-exempt, part-time, hourly position 20 hours/week

PURPOSE

This staff member assists the Church Business Director in the execution of administrative operations for all campuses, with a primary focus on smaller satellite campus(es). This position is based at the main campus, but will also work from other locations in the Madison area as needed.

RESPONSIBILITIES

Satellite Campus Administration - Serve as the point person to implement appropriate administrative processes and systems that are in harmony with those of the main campus in the following functional areas:

- Facilities/Operations
 - Develop various facility use policies and procedures, and coordinate in conjunction with the appropriate ministry department or committee
 - Coordinate with staff and volunteers on facilities use, scheduling and planning
 - Develop lease agreements and manage tenant relationships, serving as the point of contact for maintenance requests and other communications
 - Work with Safety Team on development and implementation of various safety and risk management procedures
 - Work in conjunction with Church Business Director and Building & Grounds Committee to develop and maintain schedule of capital expenditures
 - Serve as the point of contact for various vendors and contractors
- Financial
 - Implement and maintain financial processes and systems in accordance with generally accepted accounting principles (GAAP)
 - Develop and lead AR, AP and budgeting
- Human Resources
 - Serve as liaison between satellite campus(es) and High Point Church for various human resource administration tasks such payroll, position descriptions, workers compensation claims administration, etc.
 - Work with Church Business Director and Personnel Committee on developing and revising various personnel policies and procedures as they pertain to satellite campus(es)
- General Administration
 - Receive and process mail and electronic communications
 - Oversee office systems, including IT, photocopier and phone systems
 - Maintain church database and various church records
 - Complete miscellaneous administrative tasks, as assigned

Main Campus Administration - Lead and assist with various facilities/operations, financial, human resources and other administrative projects as assigned by the Church Business Director, and serve as a back-up to the Accountant/Bookkeeper and Office Administrator.

COMPETENCIES AND EXPECTATIONS

- Knowledge of, and demonstrated experience with, various aspects of business administration
- Relational skills necessary to communicate effectively in a complex environment
- High Point Church is a multifaceted and often fast-moving organization. Effective time management and organizational skills are required
- Understanding of how to work within the systems and processes of High Point Church to accomplish organizational goals
- Duties of this position should generally fit within regular business hours, but some work outside of regular business hours will be required
- Ability to sit and stand for extended periods of time and lift objects up to 40 pounds

ABILITIES

- Teachable
- Detail oriented
- Organized
- Flexible
- Able to work under pressure and deadlines
- Proactive
- Assertive
- Digitally competent across platforms

SPIRITUAL REQUIREMENTS

- Confesses Jesus as Lord and Savior, able to share a clear testimony of Christian faith
- Leads self spiritually- committed to a vibrant, growing relationship with God
- Demonstrates the fruit of the Spirit outlined in Galatians 6
- Embraces scriptural standards of behavior in all facets of life
- Actively growing in the areas of the HPC staff core values
- Agrees substantially with HPC Articles of Faith
- Willing to submit to the HPC Constitution and Bylaws

CHARACTER

The employee is relationally warm, respectful, and helpful towards others. He/she is humble - having a teachable can-do attitude and a desire to grow spiritually and personally, with an understanding that more than what is written in this position description may be required. This person has a sense of responsibility for and commitment to the High Point Church mission, vision, and values.

EDUCATION AND EXPERIENCE

- Bachelor's degree or higher in business, accounting or related field
- Minimum of 5 years working in an administrative role in a large church, corporate setting, or para-church ministry
- High Point Church uses Church Community Builder (The HUB). Experience working with a church database or other similar CMS/CRM software is desired
- High Point Church uses QuickBooks Online (QBO). Experience with QBO or similar financial software desired
- Must be eligible to work in the USA for any employer

RELATIONSHIPS

- Reports to Church Business Director
- Works alongside the High Point Church Business Office team, Campus Pastors, church staff, Board of Elders, building tenants and the general congregation