



**Position Title:** Business Office Administrator

### **Position Summary**

The Business Office Administrator will provide vital support to the church's administrative and financial operations. Responsibilities include managing office communications, scheduling appointments, maintaining records, and assisting with basic bookkeeping tasks such as processing invoices, GL entries, and handling donations. This role will also support the preparation of reports and ensure smooth day-to-day office functions.

### **Key Roles and Responsibilities**

- Credit card approvals/backup training. Credit card reconciliation for Business Office
- Process payables as backup to Finance Specialist
- Filing
- Pre-service prep – distribute giving bags and café cash
- First time givers report and large gift reports
- Pull giving statements upon request
- Process offering
- Backup processing background checks
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Schedule all meetings and travel, including prioritizing meetings and communicating all relevant details to participants
- Ensure the Operations Director is prepared for upcoming appointments by gathering materials necessary for each meeting
- Facilitate, build, and monitor relationships including tracking contacts in database and managing follow-up
- Coordinate and manage special projects, including working collaboratively with staff to assure projects meet deadlines
- Prepare financial reports, memos, letters, and other business correspondence
- Handling basic bookkeeping tasks, expense reporting, and budgeting
- Using various software, including word processing, spreadsheets, databases, and presentation software, assist team with ad hoc duties
- Provide comprehensive administrative support with “no-task-too-small” attitude
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals
- Perform other job-related duties and responsibilities as assigned from time to time, such as filling in for reception, etc.
- Commitment to personal time with God every day to pursue a heart that loves Jesus, and to ongoing spiritual, personal, and professional growth
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle

- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness. Personally invested in the life of the church
- Ability to pray with others and act as an intercessor

### **Success Outcomes**

- Effective seamless support of Business Team
- Getting tasks done on time
- Proactively identifying opportunities to bring excellence to the role and responsibilities

### **Requirements**

- Associate degree in business or related field of study
- Experience as an executive assistant or other relevant administrative support experience
- In-depth understanding of entire MS Office suite, proficient in Outlook and Excel
- Ability to organize a daily workload by priorities. Exemplary planning and time management skills
- Must be able to meet deadlines in a fast-paced, quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Professional level verbal and written communications skills
- Excellent relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external stakeholders
- Must also demonstrate ability to maintain confidential/sensitive information
- Skilled in tracking projects including identifying steps and keeping process on time
- Resourceful, strategic problem-solving ability with a fun, positive “can-do” attitude,
- Self-starter—provides strong contribution based upon sound judgment and self-direction
- Loves Jesus, loves the Church

### **Staff Expectations**

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor

### **Performance Measures**

- Getting it Done – Ability to perform role & responsibility, work ethic
- Moving the Needle – Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge’s initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth
- Living it Out - Strong commitment to living out WE mission, vision and Values including prioritized personal time with God
- Building Teams – Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable