



Finance & HR Administrator Job Description

This Finance & HR Administrator (FHA) position serves directly under the Operations Pastor. A full time position, the schedule is generally Monday through Friday. The successful FHA will be an organized and detail-oriented person who supports the Operations Pastor and manages the Financial & Stewardship Systems of Next Level Church.

The FHA will be responsible for the following:

1. Modeling Biblical Priorities: Responsible for upholding Biblical priorities and core values of Next Level Church. The FHA should represent a growing personal relationship with Christ. The FHA models a strong relationship with his or her spouse (if married) and children (if applicable). The FHA strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Participating in a Next Level Church small group on a regular basis. • Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities within and outside the church.
- Supporting the ministries of Next Level Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Next Level Church employees, as defined by the Staff Handbook.

2. The FHA will provide administrative support to the Operations Pastor.

- Coordinating meetings with contractors, banks, and other leaders.
- Managing, scheduling, and working with vendors and contractors for location launches, construction projects, and facilities maintenance.
- Compiling, completing, & delivering documentation, applications, and other paperwork to the appropriate authorities.
- Overseeing special projects.
- Administrative and office management tasks as needed.

3. The FHA has responsibility for supporting the Human Resources Systems at NLC.

- Provides all necessary Human Resource support to the Operations Pastor.

- Prepares salary and compensation research & documentation as requested by OP, as well as background and support checks, references, and documentation.
- Monitor Leadership Development Program for Staff with each Department Lead.
- Write and utilize thorough and effective job descriptions.
- Coordinate new employee orientation.
- Maintenance of an accurate and up-to-date employee handbook.
- Maintain master set of confidential employee files.
- Encourage and model an atmosphere of teamwork, positive spirit, whatever-it-takes attitudes, and a sense of family in the workplace.
- Ensure compliance with federal, state, and local laws.
- Ensure effective communication of appropriate information to employees.

4. The FHA will maintain the Finance system, which includes the following.

- Provides oversight of the accounting system, including direction of the maintenance of general and subsidiary ledgers, accounts receivable, support and revenue, depreciation and all expense and insurance records.
- Oversight of this system which assures financial plans are consistent with NLC's goals.
- Provide financial analysis tools to evaluate company plans and special projects.
- Supervises and participates in the preparation of regular and ad hoc financial statements and reports.
- Work with the OP in managing and developing the ongoing Operating Budget.
- Maintain financial procedures, ensuring accurate and timely recording of all transactions by implementing disciplines of internal control and checks across all departments.
- Provide leadership for all legal and insurance requirements and develop a risk management system.
- Support NLC's Stewardship System, including the development and maintenance of a system for giving campaigns, capital allocations, and construction projects.
- Develop and direct the installation and maintenance of new accounting, payroll, property and other related procedure controls.
- Work with the OP and appropriate legal professionals to plan and procure financing, real estate transactions, church or property acquisitions, construction bids, and management of ongoing projects.
- Strikes the ideal NLC balance between wise stewardship & excellence in all matters.

5. The FHA will maintain the logistical systems of NLC, which includes the following:

- Maintain and manage the central the Church Management System (Rock RMS) utilized by NLC
- Develop documentation related to this system, enabling easier and more efficient use by staff members
- Manage the IT services related to the essential functions of NLC staff
- Develop and maintain best in industry systems for tracking data and metrics related to the performance and NLC, its locations, and its ministries