

High Point Church Office Administrator

Full Time Salaried Position
40 hours per week, M-F

Overview

This staff member oversees building scheduling and general office management in addition to assisting with financial tasks.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of “servant-leadership” as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Character

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Good sense of humor.
- Humble. Has a teachable attitude and a desire to grow spiritually and personally
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

Education and Experience

- Bachelor’s degree preferred.
- Demonstrated administrative and management skills.

Competencies and Expectations

- Demonstrated ability and commitment to work in a diverse team environment as well as the ability to take initiative and proactively work independently.

- Comfortable in a “front-of house” role. This person is often the first point of contact for various guests and inquiries, and it requires strong phone, email and interpersonal communication skills that are both gracious and effective.
- Keeps a pulse on what is happening within the church, school and community.
- Ability to consistently and effectively use discretion and good judgment in making business decisions related to the front office.
- Ability to appropriately prioritize tasks, work well under pressure and meet deadlines.
- Ability to develop and follow various policies and procedures.
- Ability to create and operate within a budget.
- Able to handle sensitive information in a confidential and professional manner.
- Ability to organize events, workflow and details.
- Good document proofreading and editing skills.
- Competent in MS Office and GSuite applications.
- Familiarity with Church Community Builder (HUB) or other database a plus.
- Experience with QuickBooks or similar software a plus.
- Understanding of financial controls plus.
- Pays attention to detail and handles work with accuracy.
- Able to learn things quickly and can self-teach.
- Ability to grasp a vision. Asks clarifying questions to get to the meaning and purpose of events, structures, systems, etc.
- Must be able to work respectfully and in harmony with fellow staff, volunteers and High Point Church members, attendees and new guests, as well as with the local Madison community.
- Ability to sit and stand for extended periods of time and lift items up to 50 pounds.

Position Responsibilities and Duties

- Facilities Administration
 - Manage church facility scheduling for internal ministries and external organizations; includes security, keys, contracts, invoicing, and payments.
 - Liaison with the Facilities Team: Responsible for assisting with the facility’s day-to-day operations, including safety and security.
 - Ensure cleaning and set ups are properly scheduled for each event.
 - Coordinate with the High Point Christian School office/schedule to meet facility needs.
- Office Management
 - Ensure Front Desk is adequately staffed to meet facility needs by recruiting, training, and supervising volunteer receptionists. Provide back-up as necessary.
 - Review staff/facility needs to assign projects and tasks to volunteer receptionists.
 - Ensure front desk is up-to-date on changes in policy, schedule, or staff.

- Oversee general operations for office, including communication via phone and/or email, supply management, and mail disbursement.
- Proof and disburse church print and electronic communications and signage as needed (weekly bulletins, website updates, and other informational documents).
- Screen and process benevolence requests.
- Process background checks for staff and volunteers.
- Manage photocopier, phones and other office systems.
- Finance
 - Manage Accounts Receivable, which includes oversight of member giving data, reporting, and communication while maintaining strict confidentiality standards.
 - Review and submit deposits, payroll, and other financial reports.
 - Collect/review employee timesheets and track PTO.
 - Assist with administration and data collection necessary for annual financial audit.

Relationships

- Reports to Church Business Director
- Works alongside Finance Administrative Assistant, Benevolence Coordinator, High Point Christian School Business Office Manager, Director of Facilities and all other ministry staff