

JOB DESCRIPTION – 2020/2021

Rockharbor Church

Business Office Associate

Primary purpose of position

Support Rockharbor's vision through maintaining and administering our Business Office practices, policies, and procedures.

Job duties:

- Serve as staff liaison to our outsourced accounting firm
- Approve and manage all check requests and expenses from staff
- Serve as banking administrator and initiate all wire transfers
- Have a general knowledge of all RH ministry accounts
- Coordinate all stock transfers for congregants
- Coordinate approval for Designated Giving Requests
- Input weekly attendance and giving statistics
- Serve our Elder and Oversight board with any ancillary reports or analytics as needed
- Oversee the counting and processing of weekend offerings including depositing of cash and checks
- Oversee the processing of all other income sources from RH ministries
- Facilitate first time giver letters and year end giving statements
- Update our church database software with current information and addresses for donors.
- Manage all online giving, processing, donor correspondence and trouble-shooting
- Ensure that all giving is posted correctly in our church database
- Manage relationship with our giving platform ensuring that all integrations are working properly
- Oversee and manage our church database, Church Community Builder ensuring that all staff are using it properly and efficiently

RH all-staff requirements

- Attendance at weekly staff meetings
- One hour of "rock time" to be spent weekly in prayer for RH ministry.
- Adherence to all leadership and employee guidelines as outlined in the employee Handbook.
- RH will conduct developmental reviews on an annual basis.

Supervisor: Katie Bansmer

FLSA/Position: part-time hourly/regular/non-exempt

Ministry: Admin

Hours/schedule: 25 hrs, non- Sunday employee

Revision date: 5/21/21

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Rockharbor.