

Epicentre Church

Job Posting: Interim Office Administrator

Anticipated start date: 9.1.18

Title: Interim Office Administrator

Hours: 15-20 hours/week (part-time, non-exempt)

Description: The Interim Office Administrator handles routine processes that allow for the smooth processing of Epicentre's financial, HR, and general administrative needs.

Reports to: Operations Manager

Responsibilities:

I. Financial Administration

- **Accounts Payable:** process gifts given to the church, manage weekly requisitions and monthly expense reports, ensure all invoices are paid in a timely fashion
- **Donations:** process and deposit gifts to the church, work with accountant in balancing deposit logs
- **Other:** Assist accountant in processing monthly payroll, review and process employee's expense reports monthly, forward generated reports to appropriate parties as needed, oversee petty cash

II. HR Administration

- **Hiring/Onboarding:** assist in developing and executing staff onboarding and exiting processes
- **Benefits:** assist employees with benefits related inquiries, add and remove employees from health plans as needed in correspondence with various benefits representatives

III. General Administration

- **Systems:** Maximize church software to create streamlined, efficient processes
- **Office Management:** maintain personnel records, oversee processes that keep office organized

IV. Family Life

- Participate in staff meetings, staff trainings, and church wide programs
- Support the church as a whole through other assigned responsibilities
- Live out interpersonal conflict in a godly and healthy manner

Requirements:

- Graduate of Epicentre's Discipleship School or a commitment to enroll
- Proficient in Word and Excel
- Minimum of 3 years relevant work experience
- Strong management skills