

## WE'RE HELPING TO TRANSFORM LIVES IN THE NAME OF JESUS.

A dynamic, multisite congregation that is passionate about our mission to proclaim the grace of God and to grow followers of Christ. Our vision is that Bon Air Baptist Church will be a place to belong to the family of Christ and a place to become the person God intends.

### WHAT WE'RE LOOKING FOR

#### **An energetic leader who will:**

Coordinate and oversee the financial operations of Bon Air Baptist Church as well as provide excellent customer care for church members, donors, vendors, and employees.

### RESPONSIBILITIES

#### General Responsibilities

- Coordinates and directs the daily financial operations of the church including the chart of accounts, general ledger, contributions, accounts payable, payroll and financial reporting
- Demonstrates a high level of confidentiality in all aspects of finance office operations and excellent customer care for church members, donors, vendors, and employees
- Understands and embraces Emotional Healthy Spirituality as created by Peter Scazzero ([www.emotionallyhealthy.org](http://www.emotionallyhealthy.org))

#### Financial Responsibilities

- Leads the Stewardship Team and ministers in developing an annual church budget
- Maintains chart of accounts and general ledger ensuring proper and consistent postings to accounts
- Develops and maintains adequate levels of internal controls over accounting systems
- Prepares monthly and year-end financial reports. Communicates budget variances to Lead Pastor, Church Treasurer, and Stewardship Team
- Prepares monthly detailed expense listing and a report of actual expenses versus budget for ministry leaders
- Meets with Stewardship Team to discuss interim financial results
- Performs bank reconciliation monthly
- Supervises finance staff
- Oversees and approves bi-weekly payroll before processing
- Receives and verifies all forms of church receipts
- Oversees recurring and allocation journal entries and monthly payments
- Assists Stewardship Team and Lead Pastor as needed in promoting the annual stewardship program and year-round stewardship emphasis

- Oversees accounts payable operations and credit card processes
- Reviews daily banking transactions and processes accordingly
- Assists external audits by independent firm
- Generates analyses to track trends, patterns, and other studies related to church revenues, staffing, building, and programming expenses
- Supports Endowment Team as staff liaison and keeps endowment records

#### Administrative Responsibilities

- Develops, recommends, and maintains best practices for all accounting procedures
- Ensures the church complies with all legal and tax requirements of federal and state laws
- Prepares annual statements of vendor payments and donor contributions

#### Qualifications:

- Minimum of bachelor's degree in Finance or Accounting
- At least 5 years of experience in accounting or finance
- Supervisory experience
- Team player with effective communication skills and a positive attitude
- Professed follower of Jesus Christ
- Cannot be a member of Bon Air Baptist Church

#### Why Work at Bon Air Baptist Church?

1. Come to work knowing you are making a difference! It's meaningful work that enables an array of ministries making a difference in our community and transforming lives
2. Be part of a passionate and supportive team environment
3. Receive full benefits package with health/dental insurance, health savings account, retirement plan, life & disability plans, vacation & sick leave

**Email resume to Lori Blakeney, Administrative Manager, at [lori.blakeney@bonairbaptist.org](mailto:lori.blakeney@bonairbaptist.org)**