



**Turning Point Community Church
Job Description**

Job Title: Operations Assistant

FLSA Status: Part-time, exempt

Workdays/Hours: Not to exceed 20 hours per week

Weekend Responsibilities: This position may include some scheduled weekend responsibilities which include collecting and securing weekend donations at the conclusion of third service.

Reports To: Director of Operations

MINISTRY PURPOSE: This position will assist other Operational ministries with administration duties when needed. This position does include some financial input of invoices, check cutting, gathering tithes and any other duties as assigned by the Director of Operations.

MINISTRY QUALIFICATIONS:

Character:

- A mature follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Advance Turning Point's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Capable of handling cash, checks, and electronic transactions.
- Ability to work individually and as an integral part of a team
- Ability to multi-task and prioritize work effectively

Competency – Skills: (cont'd)

- Must make sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- Possess an orderly mindset and methodical way of thinking.
- Interpret and apply understanding of key financial indicators to make better business decisions.
- Gain the confidence and trust of others through honesty, integrity, and authenticity.
- High degree of diligence and the ability to adhere to deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Maintain and protect confidentiality.
- Ability to ensure decisions are made and conduct the necessary follow-up.
- Know the most effective and efficient processes to get things done, with a focus on continuous improvement.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique logistical needs of a growing church community.
- Exceptional degree of discernment, judgment, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making complex decisions while realizing that people are more important than programs.
- Exercise Servant Leadership

Job Responsibilities:

Contributions, Payments and Accounts Receivable (A/R)

- In partnership with volunteers, oversee the collection, sorting, and recording of the weekly deposits in the church's respective databases.
- Deposit funds into the church's bank accounts and maintain receipts for records.
- Recruit, train, and supervise a small group of volunteers that assist with weekend collections, counting, and entry into the applicable spreadsheets and databases.
- Receive and record Kids' and youth Ministry offerings and make deposits.
- Accept donations on behalf of the church, record donated amount, and the individual's information for tax purposes.
- When appropriate, generate and issue gift-in-kind letters for non-cash gifts/donations.
- Ensure the timely payment of accounts payable.
- Input financial data to metrics for the Senior Pastor, Director of Operations, & Elder Board.

Payroll and HR-Related

- Manage staff data collection and submission to payroll process and payment of independent contractors on a weekly and bi-monthly basis
- Communicate with and function as point of contact for external business partners, particularly for Property/Liability Insurance and Retirement, as asked by Director of Operations.
- Ensure that personnel data within BambooHR and personnel files are accurate with respect to compensation, FLSA status, benefits, and time off information.

Financial Reconciliation and Review

- Review and reconcile online giving transactions.
- Coordinate the issuing and monitoring of church credit cards, limits, usage, and payments.

Financial Reconciliation and Review (cont'd)

- Manage credit card transaction reconciliation, verifying receipts have been submitted for all transactions, review to ensure submitted receipts are appropriate, reclassify when needed, and resolve any questions that may arise.

Budget Management and Preparation

- Assist the Director of Operations in the annual budget process by providing data and resources to leaders to help make informed decisions.
- Assist with development of best practice user guides and/or Standard Operating Procedures (SOPs) for employees on matters including, but not limited to the annual budget process, credit card reconciliation, business related travel, etc.
- Manage monthly budgets including reports sent to all ministry leads as assigned by Director of Operations

Facilities

- Meet with vendors as needed and assigned by the Director of Operations.
- Assist with Facility ordering of supplies needed etc.
- Maintain facility space organization as needed.
- Assist with facility walk through in the absence of the Director of Operations.

Safety/Compliance

- Help maintain safety transaction logs for AEDs/First Aid Kits etc as needed for compliance with local and state law.

Miscellaneous

- Other related duties as assigned by the Senior Pastor, Senior Associate Pastor, or Director of Operations.

Minimum Qualifications:

Education: High School diploma

Experience: Preferably accounting/bookkeeping experience or high administration experience of 1-2 years.

Skills: Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality. High degree of mathematical, financial, and budgetary aptitude. Ability to maintain accurate, timely, and thorough financial records. Possess a working knowledge of QuickBooks and/or Church Windows (or other similar software applications), Microsoft Office (in particular Excel), other church database systems and related applications.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting may be required. Ability to reach above shoulders, to extend arms, and reach. Manual dexterity sufficient to type, operate general office equipment and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Employee Signature: _____

Date: _____