

**Job Title: Church Administrator**

Location: 6700 Rings Road Dublin, OH 43016

**Who We Are - Church Description:**

Northwest Chapel is a multigenerational, contemporary church with over 500 people in the fast-growing Northwest region of Columbus, Ohio. Our mission is to reach the lost, disciple believers, equip them for service, and reproduce more disciples. We value verse-by-verse teaching through the Bible, intentional outreach and discipleship, a family-friendly culture, and a high emphasis on youth, young adults, and children. Visit our website at: <https://www.northwestchapel.org>

**Job Summary:**

The Church Administrator will oversee business and financial operations of the church with the lead pastor and elders.

**Job Responsibilities:**

- Work with integrity and confidentiality, and be Spirit-led (Philippians 2:5; Mark 10:42-45)
- Coordinate with outside accounting firm and financial committee to prepare monthly and annual financial reporting for annual EFCA accreditation and annual budget
- Can work a flexible 20-30 hour week and oversee an assistant
- Supervise and backup the processing and accounting of offerings, bills and payroll
- Manage and renegotiate contracts for insurance, office equipment and utility providers
- Manage outsourced IT services to support employees and annual software licencing
- Administer employee benefits such as PTO, retirement, and insurance
- Proofread church communications and update employee handbook as needed
- Utilize church management software to efficiently facilitate our church mission
- Identify and lead process improvement projects aligned with church goals
- Share processes and equip volunteers and staff

**Qualifications and Competencies:**

- Agree with Northwest Chapel's statement of faith and philosophy of ministry
- Accounts Receivable and Accounts Payable experience, preferably Quickbooks
- Intermediate proficiency with Microsoft Office
- Self-motivated with independent tasks
- Demonstrates excellent interpersonal and leadership skills
- Displays strong verbal and written communication skills
- Excellent record keeping abilities

**Benefits:**

- Competitive compensation commensurate to experience and qualifications; vacation, personal, and holiday time off; and additional benefits

**Interested Candidates should submit the following:**

- Resume
- References (3) Cover Letter (Optional)

**Apply:** by emailing your resume to: [777sven@gmail.com](mailto:777sven@gmail.com)