
Job Description: SouthPark Church Business Administrator

Working at SouthPark Church is a fresh adventure. A replanted church with a new vision, SouthPark Church in south Charlotte seeks to be a reflection of one of the fastest-growing communities in the country. If you have a passion for financial and operational support in a dynamic ministry, we'd love to talk to you!

Salary: \$70,000

Benefits: 3% matching IRA, \$7,200 stipend for health insurance

Job Type- Full-time, 40 hours per week, Monday - Friday. The position is on-site.

High-Level Responsibilities

Financial

- Oversee the church's finances
- Oversee the church's LLC finances
- Serve as liaison to the church's property owners' association
- Prepare monthly and annual financials
- Payroll
- Annual taxes, reporting, and auditing

Operations

- Liaise with vendors and the church's Facilities Manager
- Maintain list of church assets
- Oversee office equipment

Staff

- Onboarding and offboarding for all employees and subcontract labor
- Conduct background checks
- Prepare reports and forms (worker's comp audit, W2, 1099, etc.)

Education and Experience

- High school diploma
- College degree preferred
- Proven work experience with financials, payroll, and operations

Qualities

- Strong accounting, communication, and organization skills
- Team player; works well with others
- Initiative
- Ability to multitask
- Strong ethics and ability to handle confidential information
- Flexibility

Apply

Email resume to kthompson@southparkchurch.com