



## **JOB DESCRIPTION**

### **ADMINISTRATIVE COORDINATOR**

**LOCATION:** *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

**REPORTS TO:** *Director of Operations*

**COMPENSATION STATUS:** *40 hours weekly / Non-exempt*

#### **POSITION SUMMARY**

The Administrative Coordinator (Coordinator) is primarily responsible for providing key administrative support to the Grace Community Church's (Grace) operational systems. This role shall focus on areas of bookkeeping, human resources, and calendar management for Grace's ministries and events. The Coordinator shall work closely with the Director of Operations and other Grace staff to manage day-to-day administrative needs, ensuring Grace has smooth and effective operational processes.

#### **PRIMARY RESPONSIBILITIES**

##### **Bookkeeping and Accounting**

- Shall process Grace's accounts payable, accounts receivable, and expense reports.
- Shall reconcile bank statements each month, ensuring the general ledger is maintained with supporting workpapers, free of errors or inconsistencies.
- Shall work with the Director of Operations to maintain and provide accurate financial records and reports to Grace's leadership each month.
- Shall work closely with Grace's counting team to ensure proper cash handling policies and internal controls are in place. This includes overseeing the system of how tithes and gifts are collected by Grace, ensuring there is accuracy and integrity in the funds counted, proper documentation, and consistent bank deposits each week.
- Shall work with the Director of Operations to oversee Grace's donor database, ensuring all gifts and communications to donors are handled appropriately.
- Shall work with the Director of Operations in the preparation and creation of Grace's budgets each year. This includes being the primary user of Grace's QuickBooks Online account, overseeing and reviewing the Chart of Accounts.
- Shall act as the primary point of contact for Grace staff on items related to budgeting, expense updates, and credit card management.

##### **Human Resource Management**

- Shall work with the Director of Operations and professional HR contractors to help manage some of personnel management and compliance responsibilities at Grace.

- Shall coordinate onboarding and offboarding of Grace staff members, including facilitating background checks, new hire paperwork, and training schedules.
- Shall maintain Grace's personnel files, ensuring compliance with state and federal employment laws and Grace's internal policies.
- Shall oversee Grace's HR and payroll processing system, including updating employee information, tracking time off, and being the primary benefits administrator.
- Shall communicate HR policies and procedures, pay information, PTO accruals, and other administrative related items to Grace staff.
- Shall assist staff with software and systems related to communication, HR, payroll, staff development, and other operational items.
- Shall work with the Director of Operations to ensure staff performance reviews are conducted in a timely and orderly fashion and documented appropriately.
- Shall work with Grace's HR consultants, updating Grace's Employee Handbook and other internal policies as needed to stay in compliance with applicable laws.
- Shall work with the Director of Operations to help mediate and facilitate staff development plans or corrective action with staff.

### **Calendar and Event Scheduling**

- Shall oversee the Grace's event calendar, ensuring all events, meetings, ministry programming, and other activities are properly scheduled and accounted for in Grace's calendaring system.
- Shall oversee the internal and external intake processes for event calendaring, commuting with related parties as needed.
- Shall be the point of contact for outside groups looking to use Grace's facilities for private events. This includes collecting information, vetting the request, and working closely with Grace's operational staff to host the event.
- Shall ensure that Grace's calendar is up to date, accurate, and easily accessible to staff.

### **COMMITMENT**

This is a full-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings and supervisor check-ins and evaluations. Some weekend or evenings shifts may be required. This position is subject to reevaluation on behalf of Grace annually. While this job description is comprehensive, it is not all-inclusive and may be asked to perform other duties as assigned.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### **DISCLOSURE**

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

### **QUALIFICATIONS**

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities as summarized above. Preference will be given to those who demonstrate a genuine call to ministry, a true servant's heart, and application and supporting materials that demonstrate the following:

- An Associate's degree in accounting, a professional certificate in bookkeeping from a technical school, or a degree in a related field from an accredited college or university. This may be substituted for two years of work experience as a bookkeeper or accountant in a computerized environment.
- Must have previous experience with modern accounting softwares, with preference given to Quickbooks Online.
- Familiarity with standard accounting procedures, financial reporting, internal controls, and budgeting practices.
- Demonstrates strong organizational and time management skills.
- Approachable, teachable and humble spirit that allows staff and other team members to feel comfortable working alongside.
- Demonstrates the ability to work independently and has strong decision making capabilities, including being a self-starter who is adept at identifying strategies to overcome growth barriers in the workplace.
- A mature faith in Christ that serves as a model to those they lead and has full agreement with the doctrinal position of Grace Community Church.

## **GRACE'S MISSION STATEMENT**

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

## **GRACE'S VALUES**

### **RADICAL GRACE**

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

### **BETTER TOGETHER**

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

### **TRUTH TRANSFORMS**

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

### **BE THE CHURCH**

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

### **GENEROUS LIVING**

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

### **MADE TO MULTIPLY**

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

### **GENERATION NEXT**

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2