



Job Description - Finance Administrator

The Purpose of Compass Point Bible Church (CPBC) is to align lives to the “Way of Jesus”. As members of CPBC staff we work collectively and individually to see the purpose, and mission become a reality, in keeping with God’s greater Mission to the world.

Job Title: Finance Administrator	Incumbent:
Department: Operations	Reports To: Executive Director of Operations
Position Status & Hours/Week: Permanent Part Time - 24 Hours/week	Revision Date: February 2025

Position Overview:

The Finance Manager is committed to ensuring the administrative functions related to finance are run efficiently and with excellence. Reporting directly to the Executive Director of Operations, the Finance Administrator will manage all bookkeeping functions including financial reporting as well as maintaining various records. The incumbent works to ensure that Compass Point Bible Church (CPBC) is striving to accomplish the vision as laid out by senior staff.

Responsibilities:

Finance Administration

Responsible for managing the day-to-day finance activities of CPBC including:

- Maintain financial records within Quickbooks Online
- Bookkeeping functions for CPBC such as A/R, A/P, account/bank reconciliations, credit card reconciliation, etc., ensuring that invoices are paid within the specified timeframes required
- Work with Offering Steward to ensure correct recording of offerings in accounting software and reconcile monthly with records in offering database
- Assist with bookkeeping support for 541 Eatery & Exchange
- Prepare finance reports for Executive Director of Operations and/or staff as requested
- Administer payroll for all CPBC staff (including 541 Eatery & Exchange) as required.
- Safe and secure record keeping and storage of all financial records
- Assist Executive Director of Operations with annual budget preparation
- Prepare for and participate in annual Financial Audit through liaison with Auditors



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Qualifications, Experience & Education

Required:

- Mature follower of Jesus Christ - authentic lifestyle demonstrating consistent character and spiritual growth
- Strong biblical foundation for wise management in a church setting
- In full agreement with CPBC's Mission, Vision, Values and Beliefs
- Regular attender at CPBC
- Experience successfully administering finances in a church, business and/or not-for-profit setting with strong organizational skills and attention to detail
- Experience and proficiency in working with Quickbooks Online
- Proven track record of implementing plans to completion, getting projects and tasks completed within timelines and on budget while also working well with and through others in the process
- Strong interpersonal and communication skills
- Above average skills in working with Excel and various databases
- Working knowledge of other Microsoft Office suite of programs

How Time Will Be Spent (estimated):

- Finance administration	80 %
- Human resource administration	10%
- Other	10%

To apply: Please apply by emailing us at bengland@compasspointbc.com and attaching your resume and cover letter. Only email applications will be considered (no direct messages on social media). We're grateful to all interested applicants; however, only those being considered for the role will be contacted.