

FINANCIAL ADMINISTRATOR

REPORTS TO:

Finance Director

WEEKLY HOURS:

40 hours per week onsite, flexible schedule

JOB DESCRIPTION:

The finance administrator is responsible for performing a variety of financial and administrative duties in support of our Director of Finance. The finance administrator will maintain accurate records and must remain compliant with all laws and company policies.

PERSONAL RESPONSIBILITIES:

To maintain a growing and dynamic relationship with the Lord while demonstrating a servant's heart and Christ like attitude.

QUALIFICATIONS:

- Proven work experience as a finance administrator or similar position
- Practical experience with accounting software (such as QuickBooks) and spreadsheets (such as MS Excel)
- Able to quickly learn and adapt to new software and processes
- A solid understanding of bookkeeping procedures
- Effective written and verbal communication skills
- Works well in a team environment
- High level of critical thinking and logical analysis
- High ethics, integrity, and accountability

POSITION RESPONSIBILITIES:

- Help manage revenue, deposits, and accounts payable
- Develop and streamline operational efficiencies
- Review and process reimbursements, check requests, and invoices
- Remain current with all regulations, requirements, and laws
- Manage staff processes and procedures for expenses
- Ensure monthly budgets are adhered to and adjusted accordingly
- Identify, develop, and implement cost saving strategies and administrative processes
- Communicate effectively with customers, clients, team members, and management
- Maintain an organized file system

HOW TO APPLY: ANYONE INTERESTED NEEDS TO COMPLETE OUR EMPLOYMENT APPLICATION. PLEASE CONTACT NANCY FOSTER AT NFOSTER@FBCA.COM TO OBTAIN THE APPLICATION FOR THIS POSITION.