



Business Administrator

I. Title of Position

Business Administrator

II. Purpose of Position

- Manages the day to day business operations of The Well Church (Boulder & Longmont) to allow the primary mission to create a Christ devoted community to transform our city to advance.

III. Reports To

Lead Pastor of Ministry (The Well Boulder), Lead Pastor (The Well Longmont)

IV. Relates closely with

Leadership Team, Executive Team, Donation Team

V. Leadership Responsibilities

- Pay all monthly invoices and bills
- Make deposits of checks and donations
- Issue Reimbursements to Staff and Church members
- Process Payroll
- Record and manage submittal of expenses
- Lead Donation Team
- Manage Workers Comp Policy (Hartford)
- Manage Liability Insurance Policy
- Manage employee benefits (HSA, Retirement, Health)
- Report Income and Expenses to Elder Team, Executive Team and Lead Pastors monthly
- Send out Lead Pastor of Ministry MailChimp monthly
- Oversee various tax registration and filing needs with city, county and state.
- Send out Year End Giving Statements
- Manage Database Functions of CCB for accurate church member information

VI. Primary Strengths and Competencies Required

- Understands and applies systematic and biblical theology and teaches spiritual disciplines
- Contextualizes vision for ministry area
- Designs ministry strategy and implements in ministry context
- Works through leaders

- Creates a development pathway for ministry area
- Faithfully stewards church's resources
- Detail Oriented, Problem-Solver, Self-Starter, Trustworthy
- Previous business, HR or finance experience is preferred but not required

VII. Time and Pay

- \$18/hour
- 20-25 hours per week