



# Administrative Director

*Job Description*

*Full time, Exempt Employee*

## Purpose Statement

To proclaim the gospel and lead others into a growing relationship with Jesus by administering the business of the church and maintaining excellence and accuracy in bookkeeping.

## Overview

At Cascade Fellowship, the staff team, council, and membership are all committed to “Love God, love people, and make disciples wherever we go.” That mission is interwoven into every aspect of our ministry, and we see this role as a valuable part in achieving the mission and vision that God has set before us. The Administrative Director will work with Council, Staff, and committees to administrate the business, including accounts payable, financial recordkeeping, giving database entry and balancing, and financial analysis and reporting.

## Reporting & Teamwork

The Administrative Director reports to the Lead Pastor and will be responsible for the following areas, as well as other tasks as assigned by the Council and the Lead Pastor.

## Responsibilities

- Leadership and Supervision
  - In conjunction with the Council, facilitate the annual nominations process.
  - Attend Council meetings as a non-voting member as needed to report on the status of all areas of ministry.
  - Track attendance, giving, and other church health metrics as requested by the Lead Pastor and by Council.
  - Oversee the implementation of security and medical response protocols, establish best practices and procedures, and recruit, train, and equip volunteers for these teams.
  - Keep a reliable archive of official church records.
- Finance and Human Resources (in cooperation with the appropriate board or committee)
  - Facilitate the hiring process for staff members by assisting with job postings, receiving resumes, and conducting background checks.
  - Provide day-to-day supervision of employees in the Administrative Department.
  - Ensure appropriate job descriptions are in place for each member of staff.
  - Implement employment policies and procedures as defined in the employee handbook and recommend updates as needed.
  - Assist the Lead Pastor and Personnel Committee in updating the compensation plan and benefits package regularly.
  - Orient new employees in the areas of human resources and policies.
  - Assist eligible employees in enrollment of benefits (medical, dental, vision, life insurance, HSA accounts, long-term disability, etc.).
  - Maintain and secure personnel files for all employees including salary, time sheets, vacation time, sick days, and performance evaluations.
  - Work with the treasurer to create the church's budgets, gathering input from staff as needed.

- Work with the treasurer and accountant to provide regular and consistent financial reporting to the Council, Finance Committee, and Lead Pastor.
- Ensure spending stays within budget and available cash flow.
- Work with the Facilities/Building and Grounds Committee on project planning and budgeting.
- Develop procedures for purchasing and reimbursement.
- Research legal, tax, and employee matters as they arise.
- Technology
  - Oversee the church's IT infrastructure, including computers, servers, network equipment, security system, electronic door locks, security cameras, VoIP telephone system, and other technology.
- Facilities and Building and Grounds
  - Oversee rental agreements with the church.
  - Serve as a liaison between the Facilities/Building & Grounds Committee and staff.
  - Work with a team to manage budgeted renovation projects and explore building needs.
  - Oversee a review of the church's service contracts every three years.
  - Maintain inventory and repair and replacement schedule for church property and equipment.
- Accounting
  - Process accounts payable including bills due, reimbursements, special requests, faith promise, christian education, minister's pension, ministry shares, loan, recommended causes, benevolence and payroll.
  - Provide accurate income and expense reporting.
  - Process and balance individual giving through database and ACH.
  - Prepare monthly closing and financial reporting.
  - Prepare and enter monthly and quarterly general journal entries for Cascade Ministries.
  - Take responsibility for financial filing and record retention.
  - Prepare investment accounts, bank accounts, reconciliation and credit cards.
  - Accompany a deacon to the safe to pick up weekly checks and cash for processing weekly deposits.
  - Make weekly deposits to the bank.
- Reporting
  - Prepare necessary monthly and annual reports.
  - Prepare monthly withholding forms for federal and state taxes, including the 941 quarterly form, and the annual W2s, W3s, 1099s, and 1096s forms.
- Other Responsibilities
  - Engage fully in the life of our church by participating in ministries designed to help disciples of Christ know, grow, serve, and share.
  - Regularly read books, listen to podcasts, and attend workshops to learn and grow in all areas of ministry.
  - Participate in staff meetings and other meetings as scheduled.
  - Perform other duties as assigned by the Lead Pastor or Treasurer.

## Skills & Qualifications

1. Possesses a personal belief in Jesus Christ as Savior and Lord and is committed to building up and unifying the body of Christ.
2. Affirms and is aligned with Cascade Fellowship's stated mission and goals.
3. Is a member of the church or is in the process of becoming one (preferred).
4. Conducts himself or herself as a servant leader by putting others first and prioritizing the development and advancement of his or her team.

5. Is an empathic leader who loves nurturing, shepherding, and mentoring others, empowering them to fulfill God's calling in their lives (Eph. 3:11-13).
6. Leads in an organized and reliable way by organizing, delegating, supervising, evaluating the effectiveness of ministry methods, adapting as needed, and refusing to accept results that are "good enough."
7. Is self-directed, good at goal setting, and willing to go above and beyond what is expected.
8. Has a flexible, teachable, can-do attitude when presented with novel situations and challenges.
9. Brings a positive, encouraging attitude into the work environment that causes others to feel built up and well supported.
10. Creates vibrant and thriving teams of enthusiastic volunteers who become deeply connected to the church's mission and vision.
11. Has a history of exhibiting the ability to handle potentially divisive issues with wisdom, discernment, and grace.
12. Has the ability to maintain and protect sensitive and confidential information.
13. Has a minimum of five years of supervisory experience in a similar environment.
14. Is skilled in organizing, delegating, supervising, evaluating the effectiveness of existing methods and procedures, operating relevant computer software and hardware with proficiency.
15. Has knowledge of business office practices, general accounting principles, and organizational policies, procedures, and systems.
16. Is skilled at writing effective and understandable documents and correspondence.
17. Has demonstrated reliability and trustworthiness in previous positions.
18. Possesses experience using basic and various accounting software.
19. Has the ability to organize work and to work independently.
20. Has knowledge of and experience in accounting.
21. Possesses a bachelor's degree in accounting or equivalent experience (preferred).

## Compensation and Benefits

- This job is compensated according to the educational background, experience, and work expected of the employee.
- Wage adjustments are determined annually and consider the employee's performance and the current market.
- Eligible benefits are outlined in the employee handbook.