

High Point Church

Finance and Admin Assistant

Part-time Hourly Position

Overview

The Finance and Admin Assistant is responsible to support the work of the Director of Administration in carrying out the overall ministry goals of the church, particularly as they relate to finances.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of “servant-leadership” as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Character

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Humble. Has a teachable attitude and a desire to grow spiritually and personally
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

Education and Experience

- Bachelor’s Degree preferred
- Demonstrated organizational and management skills

Competencies and Expectations

- General knowledge of business administration with computer software skills necessary for financial management and project administration.
- Time management - ability to appropriately prioritize tasks, work well under pressure and meet deadlines
- Organizational Skills
- Able to handle information in a confidential and professional manner.
- Competent in MS Office software and use of the HPC HUB.
- Familiarity with Quickbooks preferred
- Pays attention to detail and handles work with accuracy.
- Able to learn things quickly and can self-teach.
- Takes initiative and is proactive.

- Creative, flexible, engaging, friendly, associative, prayerful, disciplined, and able to engender respect.
- Must be able to work respectfully and in harmony with:
 - Church and School staff to achieve the mission of the church and the shared goals and objectives of the ministry staff leadership team,
 - Volunteers, who contribute to the ministry area of Facilities/Custodial Team, and other teams,
 - Approved outside building users, and with
 - High Point Church members, attendees and new guests.

Position Responsibilities and Duties

- Assist with Quickbooks entries for Accounts Payables, Deposits, report generation.
- Assist with administration of Payroll, Benefits, Personnel records, and other HR duties
- Provide Administrative assistance to the Director of Administration, as requested.

Relationships

- Reports to Director of Administration
- Works alongside all other ministry staff