

First Institutional Baptist Church is looking for a Operations Administrator – Full Time

Who we are

FIBC is a body of believers who are- believing and living, going and growing, sharing and caring as active witnesses of the Kingdom of God on Earth. With evangelism and discipleship as our top priorities we endeavour to fulfil the Great Commission of our loving and liberating Lord, Jesus Christ. The vision for our church is to become a discipling fellowship through evangelism and emancipation. We spread the love and good news of Christ to all who would believe and work to set people free from whatever might be oppressing them and keeping them from becoming all that God created them to be.

What you'll be doing

The Operations Administrator ...

You will be responsible for...

- Inputting weekly contributions into the church database
- Processing requisitions for weekly check issuance ensuring checks and balances
- Reconciling ministry budgets
- Maintaining income & disbursement records
- Processing payables
- Managing facility under the direction of the Executive Director of Operations
- Providing training resources to the Custodial staff
- Managing bookstore inventory and supervising volunteers
- Leading fleet management
- Assisting with coordinating vendors/contractors for maintenance of office equipment.
- Working closely with the bookkeeper
- Producing financial reports upon request
- Assisting the Finance Room

Additional responsibilities...

- Providing backup coverage for the Church Administrator and Receptionist

What we need from you*

- Knowledge of general accounting principles & practices, including accounts payable, budgetary accounting and payroll
- Knowledge or the ability to learn church database and financial accounting software
- Attention to detail, accuracy, and thoroughness with respect to financial records/reports
- Proven ability to work independently and manage multiple projects
- Excellent oral, written, organizational and interpersonal skills
- The ability to maintain confidence
- A solid working knowledge of Microsoft Office

What personal characteristics will you bring to us?

- Evident relationship with Jesus Christ
- Outstanding organizational skills with proficient multitasking skills
- Team player with strong people skills
- Reflects a healthy, vibrant spiritual condition and core values

Want to apply? Get in touch today

*Successful candidates must be able to pass a background check