



Position: Ministry Services Team Coordinator

Reports to: Chief Financial Officer

Supervises: N/A

Classification: Non-exempt; Full-time

Location: Central Offices

Organization: The Church of Eleven22

Objective

The Ministry Services Team Coordinator is responsible for providing administrative support to the CFO, the ministry services team (MST) and working closely within the finance ministry. In addition, invoice processing and credit card administering and management are critical tasks. This position reports to the Chief Financial Officer.

Key Responsibilities

- Coordinate with CFO to manage operations, calendar and administrative tasks across MST to ensure ministry goals are monitored and achieved
- Coordinate MST and finance team meetings, record minutes and ensure follow-up action items are completed in a timely manner
- Receive, process, verify and reconcile invoices and check requests including performing data entry by monitoring discount opportunities, verifying pertinent data and resolving contract, invoice or payment discrepancies and documentation
- Assist in organizational activities associated with credit card administration and processing
- Collaborate and partner with ministry areas to collect needed month end activity, including credit card transactional data
- Manage MST serving needs including serve staff candidate data
- Manage MST hospitality needs
- Other duties as assigned including assisting with finance, human resources and real estate projects as necessary
- Maintain filing system and protect operations by keeping sensitive and restricted information confidential

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to anticipate needs, think strategically and offer solutions in addition to executing requests in a timely manner
- Ability to perform several detailed tasks concurrently with ease, timeliness and professionalism as well as adapt to changing priorities in a fast-paced environment

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- Customer service focus with the ability to interact effectively with individuals at all levels, inside and outside the church, in a professional manner
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Ability to learn and utilize new computer software
- Ability to manage confidential, sensitive information with professional discretion

Education and Experience

- High school diploma or equivalent with some college coursework and appropriate level of experience required
- 3-5 years of administrative support experience for a large team or department
- Prior experience in an environment involving accounting tasks preferred
- Experience with organizing and executing multiple projects with minimal supervision
- Preferred experience with Microsoft Suite products, Nexonia, Sage Intacct and Martus

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work may vary depending on church need.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

THE CHURCH OF **Eleven22**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.