



## MINISTRIES OF JESUS

HOPE, HEALING, & COMPASSION FOR SPIRIT, SOUL, & BODY

Job Title: Finance & Admin Support Coordinator  
Reports to: Executive Director  
Created: August 4, 2025

FLSA Status: Non-exempt  
Salary: Commensurate with education/experience  
Work Schedule: Part-time (10-12 hours/week)

**Summary:** The Finance & Administrative Support Coordinator plays a vital role in supporting the mission of Ministries of Jesus by coordinating financial processes and assisting with personnel and facility needs. This position requires strong organizational and interpersonal skills, with a commitment to confidentiality and serving others with excellence. As a visible representative of MOJ, this individual supports both the practical and spiritual work of the ministry.

### Primary Responsibilities:

- Accounts Payable Coordination
  - Serve as the on-site liaison for WatersEdge A/P and payroll services.
  - Upload invoices to the WatersEdge ShareFile system, ensuring correct coding and documentation.
  - Monitor office expenses and recurring bills, verifying timely payment and appropriate budget coding.
  - Print weekly checks and confirm sufficient funds are available in the appropriate bank accounts.
- Credit Card and Expense Management
  - Ramp card transactions: code charges, add memos, confirm receipt uploads, verify monthly payments.
  - Process department expense reports, confirming supporting documentation and accurate classification.
- Payroll Oversight
  - Review biweekly payroll reports from WatersEdge for accuracy prior to processing.
  - Notify the Executive Director of required cash reserves to ensure payroll can be covered.
- Vendor and Financial Documentation
  - Set up and maintain vendor profiles, including W-9s and payment preferences.
  - Maintain organized digital and physical filing systems for invoices, payments, and financial records.
  - Track receipt of ordered goods and reconcile them with invoices and payments as needed.
- Audit and Year-End Support
  - Assist with end-of-fiscal-year financial records and preparation for annual audits.
  - Provide requested documentation and reports to auditors and accounting partners.
- General Financial Administration
  - Manage the storage and organization of documents in compliance with MOJ policies.
  - Assist the Executive Director with other duties and special projects as needed.

### Administrative & Office Management Responsibilities:

- Calendar & Internal Communications
  - Maintain the master calendar, including staff birthdays, work anniversaries, and organizational events.
  - Keep internal records up to date (staff phone lists, door key assignments, and security/alarm codes.)
- Office & Facilities Management
  - Maintain common areas (intake rooms, conference rooms, beverage station, and kitchen.)
  - Manage and replenish inventory of office and hospitality supplies.
  - Coordinate work orders for maintenance, technology, and grounds with HHBC and outside vendors.
  - Provide basic technical troubleshooting for equipment (computers, phones, printers, and fax machines.)
- Administrative Operations
  - Process incoming and outgoing mail, packages, and general correspondence.
  - Manage staff time-off requests using the Gusto timekeeping system (dashboard and app).
  - Maintain secure and accurate employee personnel records in accordance with confidentiality requirements.
  - Assist with new employee onboarding, including workstation setup and orientation coordination.
- Other Duties
  - Provide clerical assistance and perform other duties as assigned by the Executive Director.

**Qualifications:**

- High school diploma or equivalent required; additional education in office management/related field preferred.
- 3–5 years of successful experience working with staff and clients, preferably in a healthcare, counseling, or ministry setting.
- A mature Christian with a solid knowledge of Scripture and a demonstrated, active faith; able to communicate Biblical truths and share the gospel when appropriate.
- Excellent interpersonal skills, with the ability to communicate effectively and compassionately with individuals both inside and outside of MOJ, while upholding strict professional confidentiality in alignment with ministry culture.
- Demonstrated servant leadership, humility, and a team-oriented mindset with a passion for ministry and providing integrated services with compassion for all people, regardless of background.
- High level of integrity, trustworthiness, and alignment with the mission, vision, and values of Ministries of Jesus, including a commitment to upholding its organizational culture.
- Self-motivated and well-organized, with strong time management skills, the ability to multitask and prioritize responsibilities, and a commitment to completing tasks with excellence and timeliness.

**Skills Required:** Must be able to represent the ministry in a positive manner, demonstrate positive people skills and manners, and can multi-task their responsibilities. Is out-going, friendly, and has a warm welcoming personality to all. Can think critically and problem-solve while being self-directed, enthusiastic, and task oriented. Can adhere to deadlines, demonstrate professionalism, maintain strict confidentiality, strong attention to detail, and produces high quality work.

**Supervisory Duties:** None

**Language Skills:** Ability to read, analyze and interpret articles, journals, technical procedures, and/or government regulations. Ability to write and correspond as may be appropriate. Ability to effectively present information and respond to questions in one-on-one and small group situations.

**Mathematical Skills:** Ability to adhere to budgets and use the mathematical skills required to do so. Ability to maintain accurate records and supportive documentation for projects under the supervision of the position.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions, interpret a variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:** Ability to use a computer and related programs with other technologies needed to perform essential job functions. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, Teams, and familiarity with standard office equipment. Ability to establish and maintain effective working relationships with all staff and the community. Ability to proficiently communicate formally and informally both in oral and written form.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee may occasionally be required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**Work Environment:** The employee works primarily indoors in a quiet environment, though noise levels may vary depending on the time of day and location. Some travel may be required for community outreach and professional development.

The information contained in this job description complies with the Americans with Disabilities Act (ADA) and is not intended to be an exhaustive list of the duties performed in this position. Additional duties may be assigned as needed.

**Non-Discrimination Employment Statement:** Ministries of Jesus is committed to fostering a workplace that reflects biblical values of dignity, respect, and compassion, as inspired by our faith. We strive to create a diverse environment where all individuals are treated fairly and with honor. As a faith-based religious organization, we recognize the importance of our mission and the unique nature of our work requiring agreement with our Statement of Faith. We are committed to providing equal employment opportunities to all individuals, regardless of any characteristic protected by applicable local, state, or federal laws.

While we hold our faith-based values as central to our mission, we ensure that our employment practices are inclusive and non-discriminatory. Employment decisions, including hiring, promotion, compensation, and all other terms of employment, are made based on an individual's qualifications, experience, and abilities. MOJ is committed to providing a work environment that is free from discrimination, harassment, and retaliation. All employees and applicants will be treated with the utmost respect, dignity, and fairness, and any form of discrimination or harassment is prohibited. We welcome individuals of all backgrounds and encourage applicants who share our values and mission to apply.

**Employee Acknowledgment and Agreement:** I have received and reviewed the updated job description for my position. I understand the duties, responsibilities, and expectations outlined above and agree to perform them to the best of my ability. I acknowledge that this job description may be updated as needed to reflect organizational priorities, and that I will be informed of any significant changes. By signing below, I confirm that I have read and understand this job description and agree to the responsibilities described herein.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_