

FOUNTAIN SPRINGS CHURCH

JOB DESCRIPTION



Position: Business and Finance Coordinator

The Win:

To serve the mission of Fountain Springs Church by demonstrating impeccable integrity with an eye for detail while assisting with routine bookkeeping and finance duties, as well as creating a welcoming and efficient environment in our Coffee Shops with the utmost attention to excellence

Reports to: Director of Business Administration

Key Responsibilities:

- Assist Business Manager with financial and Accounts Payable duties
- Assist in general reporting and credit card reconciliation
- Oversee day-to-day operations of the Coffee Shops
- Manage/schedule/recruit volunteers
- Train volunteers in all operations and safety procedures
- Lead, coach and mentor volunteer teams and Leads
- Analyze cost/spending of products to ensure efficiencies
- Implement best business practices that will encourage growth and excitement
- Attend all required Staff, Department, and Location Meetings
- Assist other departments when needed

Qualifications:

- Aligned with the beliefs, mission, vision, and values of Fountain Springs Church
- Possess an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Natural gifts of hospitality, compassion and leadership
- Proven experience in developing a team
- Organized and able to meet deadlines and requirements
- Prior bookkeeping or accounting experience preferred

Work Schedule:

Full-time 40 hours per week (Weekly Services in addition to office hours)

Physical Demand:

Must be able to sit/stand for extended periods and work in a loud, fast-paced environment