

Position: Executive Assistant - Campuses; CFO



Reports to: Executive Pastor - Campuses; CFO

Job Location: Arden, NC **Position Type:** Full-time, Exempt

Summary of Position: The Executive Assistant to the Executive Pastor of Campuses; CFO is responsible for providing administrative oversight to the mission of Biltmore Church as it relates to responsibilities of the Executive Pastor - Campuses; CFO.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is encouraged.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Highly organized, team-player, fast learner, committed to excellence
- Proficient in computer skills including Microsoft Word, Excel, and Outlook
- Excellent grammar, spelling, and vocabulary needed
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Previous experience in church administration or ministry support is preferred

Essential Responsibilities

- Maintain the calendar, screen calls, and receive visitors for Executive Pastor of Campuses;CFO
- Assist the Finance, Facilities, and Campuses teams as needed
- Assist the Exec Pastor of Campuses; CFO and corresponding teams with project management
- Maintain the budgets for Executive Pastor of Campuses;CFO
- Manage and submit Divvy receipts
- Attend Finance Team meeting and record minutes
- Act as Church Clerk preparing the agenda and taking minutes for Brief and Full Family Conferences; compile information for the annual Congregational Profile and other various duties directly related to Church Clerk
- Prepare agendas, presentations, reports, and other materials for meetings
- Work with Executive Pastor of Campuses;CFO on donor development
- Maintain accurate records of the church's insurance policies, property liability, and worker's compensation.
- Maintain accurate records of leases/contracts
- Run and monitor background checks
- Maintain organizational chart as needed
- Update signage for Arden staff and around the church building
- Serve as a backup for the front desk during times when the receptionist is unavailable.
- Assist Staff Development Director in planning and executing, staff meetings and staff retreat
- Attend meetings as assigned
- Other duties as assigned