



Jubilee! Community Administrator Job Description Proposal

Purpose:

The Administrator serves as a collaborative servant leader in planning, organizing, and implementing activities essential to the wellbeing of the Jubilee! Community. The Administrator will have the support and guidance of the Jubilee! Board of Directors, with the autonomy to make decisions within the limits of the budget and the role as defined below.

Responsibilities:

Financial Management

- Support the Board Treasurer in development of the annual budget and oversee its implementation
- Ensure that Jubilee! has adequate insurance coverage for our assets and personnel
- Monitor income and expenses
- Support the Treasurer in preparing monthly financial reports for the Jubilee! Board and Staff
- Oversee counting of donations and timely deposits of income each week
- Ensure accurate and timely entry of income and expenses into QuickBooks and Jubilee CRM
- Oversee the timely payment of all invoices and other financial obligations including payroll
- Ensure compliance with IRS rules/regulations governing 501(c) non-profits
- With the Outreach Team, oversee disbursement of funds to worthy nonprofit organizations
- Perform monthly account reconciliation
- Submit semi-annual NC Sales Tax Reimbursement Form
- Oversee proper authorization for access to bank accounts, debit cards, merchant accounts, etc.
- Oversee entry of weekly Sunday offerings data into Breeze
- Oversee preparation and distribution of annual end of year Charitable Giving reports

Support Functions

- Manage the Google drive, user interfaces and other related resources
- Other duties as required

If you are interested in this position, please email a cover note and your resume to Ray Raymond at rraymond@bellsouth.net