



Job Posting for Business Administrator

Business Administrator

Location: Center Grove Church, 8750 Lasater Rd, Clemmons, NC

Status: Part-time (24-32 hrs/wk), Exempt

About Center Grove Church:

Center Grove Church is passionate about making authentic disciples who live their faith and change the world. God has given us the vision of seeing ordinary people and families find extraordinary life in Jesus.

Position Summary:

This position serves as a key leader in the administrative and financial management of the church, providing oversight of finances, annual independent audit, budgeting, and human resource operations. This role partners closely with the Executive Pastor, pastoral staff, and the Finance and Personnel Teams to ensure sound financial practices and effective stewardship of church resources.

Key Responsibilities:

Financial Management & Oversight

- Lead all aspects of church budgeting, accounting, financial reporting and policy and procedures.
- Prepare and review monthly financial statements, reports, and audits.
- Manage cash flow, insurance coverage, and vendor contracts to conform to policies and governmental regulations.
- Supervise Financial Coordinator and ensure compliance with financial standards and church policies.
- Prepare and review monthly financial statements, reports and audits.
- Manage cash flow, insurance coverage, and vendor contracts.

Human Resources & Employee Benefits

- Oversee HR administration, including payroll, benefits, and compliance with employment laws.
- Assist in compensation planning and employee performance support.

- Maintain accurate personnel records and benefit documentation.

Strategic Stewardship & Efficiency

- Support stewardship initiatives and analyze giving trends.
- Evaluate and improve financial systems and procedures to enhance efficiency.
- Collaborate with ministry leaders to align financial practices with the church's mission and strategic vision.

Qualifications:

- Bachelor's degree in accounting or related field (CPA preferred)
- Proven experience managing accounting, budgeting, and audit processes.
- Strong leadership and interpersonal skills with a collaborative spirit.
- Excellent communication and organizational skills.
- Mature believer, led by faith and views role as that.

Ideal Candidate:

Servant leader who combines professional financial expertise with a heart for ministry. They are detail-oriented, trustworthy, and proactive, fostering an environment of excellence and accountability within the church's administrative operations.