

# Foothill CHURCH

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## FINANCE & DATABASE SPECIALIST OPERATIONS

### OVERVIEW:

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**Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus.** This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

### ROLE SUMMARY:

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The Finance & Database Specialist serves primarily Foothill Church, with a focus on accounts receivable, database and donor management, communication, and related administrative tasks. In addition, this role provides support to Foothill Christian School and Foothill Preschool as needed. The Specialist also oversees a small team of volunteers and is entrusted with handling finances and maintaining confidentiality in all responsibilities.

### QUALIFICATIONS:

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- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- Humble and teachable.
- Two or more years of administrative, accounting, or data management experience preferred, especially in a church, nonprofit, or school setting.

### ABILITIES:

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- Proficient with Apple products and software, Microsoft Office Suite, Google Workspace, and other programs used by the church.
- Strong written and verbal communication skills.
- Highly detail-oriented, organized, and able to manage multiple projects to completion.
- Self-starter who can work independently and adapt to changing roles and responsibilities.
- Quick learner with proven problem-solving and creative thinking skills.
- Able to recruit, equip, and lead a team of volunteers.

### KNOWLEDGE, SKILLS and DEMANDS:

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#### Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

#### Skills

- Maintain biblical integrity in personal and professional interactions.
- Work independently with minimal supervision.
- Communicate clearly and comfortably with individuals, families, and new contacts.
- Structure and organize documents and files for multiple users.
- Manage, prioritize, and execute multiple tasks simultaneously.
- Trustworthy, discreet, and diplomatic in handling sensitive information.
- Personable, approachable, and able to build rapport with others.
- Basic understanding of accounting principles (debits and credits).

**Relationship Building**

- Collaborate effectively with staff, volunteers, and ministry partners.
- Recruit, equip, and delegate tasks to volunteers, ensuring follow-through.

**Mental Demands**

- Follow directions and procedures accurately.
- Accept constructive feedback and adjust accordingly.
- Problem-solve quickly and calmly under pressure.
- Understand and carry out verbal and written instructions.
- Maintain composure, flexibility, and a positive attitude in a fast-paced environment.

**Physical Demands**

- Lift up to 20 pounds.
- Sit for extended periods; stand for short periods.
- Work at a computer screen for extended periods.

**Environment**

- Maintain safe and orderly work conditions.
- Work collaboratively and share resources with others.
- Adapt to a fast-paced and changing ministry environment.

**Technologies**

- Proficient with Apple laptops and accessories.
- Advanced knowledge of Google Workspace, Microsoft Office Suite, and related iOS software.
- Proficient in Microsoft Excel (formulas, formatting, and basic data analysis).
- Familiarity with Adobe Acrobat and related PDF editing tools.
- Able to navigate websites and online platforms.
- Operate a multi-line phone system.

**SPECIFIC DUTIES and RESPONSIBILITIES:**

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**Accounts Receivable**

- Oversee all church accounts receivable processes in coordination with the Bookkeeper.
- Manage donor communication and maintain accurate, timely contribution records.
- Reconcile receivables with general ledger entries and ensure accuracy.
- Prepare and maintain donor reports and statistical giving summaries.
- Recruit, train, and supervise offering count team volunteers.
- Review best practices and recommend process improvements.

**Database Management**

- Serve as Master Administrator for church database software.
- Oversee forms, payments, chart of account entries, and campaigns within the church database and credit card platforms.
- Train staff and new hires on database use and troubleshoot issues as needed.

**Accounts Payable (Church, School, and Preschool)**

- Open and sort mail, scan payables, obtain approvals, and upload bills into the financial system.
- Maintain and update organizational finance forms.
- Administer and manage the Ramp credit card system, including employee training, troubleshooting, process improvements, and updates.
- Maintain and update the Master Chart of Accounts across the organization.
- Coordinate check runs and communicate schedules as needed.
- Support the bookkeeper with assigned projects.

**Office Management**

- Assist the Pastor of Operations with special projects as assigned.
- Support general office needs, including ordering supplies and submitting IT and Facilities requests.

**Payroll**

- Assist bookkeeper with bi-weekly payroll process and review for the church.

**REPORTING:**

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- Report directly to the Executive Pastor of Operations.
- Amenable to the Bookkeeper.

**SHARED VALUES:**

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

**POSITION TYPE:**

- Full Time.
- Regular.
- Non-Exempt.
- Level 2.

**Schedule:** 5 days a week Monday through Friday

**Hours:** 40 hours per week

**Pay:** \$22-26/hr

**Benefits:** Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.