



Business Associate

Qualifications for employment at Katy's First include having made a life commitment to Jesus Christ, agreement with the beliefs and governance of Katy's First, and having a work history and lifestyle that are consistent with biblical principles. Must be an existing member of Katy's First or willing to become one.

Job Title: Business Associate

FLSA Status: Non-Exempt

Department: Finance/Administration

Reports to: Director of Finance

Position Summary: Primary responsibility is ministering to the Pastors, Directors, and Church Members through the administration office. Duties include, but are not limited to, general office administrative tasks; answering phones, filing, ordering supplies, maintaining membership records, financial tasks; processing accounts payable, keeping detailed logs for all payables, logging membership giving records, preparing deposits, sending out expense report data, maintaining purchase order log, purchase order processing, and spending control. Other duties as assigned.

Spiritual Gifts:

- Administration/project management
- Hospitality
- Service

Essential Skills & Experience:

- Three to Five years of experience in administration preferred
- Excellent organizational skills
- Track record with diligence in following through on tasks and projects
- High degree of self-motivation and proactivity
- High verbal and written communication skills
- Enjoys serving and engaging with others
- Excels at prioritizing well and anticipating future needs
- Eager and willing to pray with and share the Gospel with anyone who enters the church
- Ability to maintain complete confidentiality as needed
- Proficient in excel and word is a must, knowledge of Shelby and Fellowship One is preferred but not required

Position Responsibilities:

- General office administrative duties listed in Position Summary
- Keeping detailed logs of vendors, insurance documents, 1099s, W-9s and membership reports
- Manage all aspects of Accounts Payable
- Maintain purchase order controls
- Movement involves stooping, kneeling, bending, reaching, carrying and substantial standing, walking, and sitting
- Other duties as assigned

Markers of an ideal Candidate:

- High capacity for quality work
- Flexible and adaptable
- Open to direct feedback
- High attention to detail
- Excellent phone etiquette
- Teachable with short learning curve
- Warm, hospitable, and joyful in demeanor
- Works well with autonomy and as a team player
- Ability to remain composed when confronted with competing demands and challenges
- Has a deep love for the Lord and His church