

JOB DESCRIPTION

JOB TITLE: Family Life Center Assistant Director-Quality Control

STATUS: EXEMPT

SALARY:

JOB TYPE: PART TIME

DEPARTMENT: Administrative

OVERVIEW: To assist the Sunrise Academy Director in maintaining day to day operations, and reporting of daily activities and process improvement methods including quality control

PREREQUISITES:

An active Member of New Beginnings (Attends Sunday Worship Service, Bible Study, Life Group and Church Sponsored events)

Completion of New Beginnings Institute

Must be a Tither at New Beginnings Church

Commitment to One Year of Service

Approval and /or Recommendation of Pastor and First Lady

PREFERRED SPIRITUAL GIFTS:

SKILLS/QUALIFICATIONS:

CORE RESPONSIBILITIES:

- Provide support to the Family Life Center Director
- Provide support and assist with research and reporting
- Research innovative ways and methods to track day care participants and invoicing
- Support accounting staff with GAAP practices by preparing Income Statements and Balance Sheets monthly
- Assist with Chart of accounts set up to encompass all Sunrise Academy, income and expenditures
- Assist Family Life Center Director with internal operations of day care, summer camp and all other auxiliary activities
- Create and maintain schedules of activity for Family Life Center
- Coordinate and executes all upcoming expenditures related to the FLC

ADDITIONAL EXPECTATIONS:

Must exhibit an attitude of service, ministry and understanding of the assignment. To represent New Beginnings Church and must exhibit core values, mission and vision of New Beginnings at all times.

QUALIFICATIONS:

- BA Required, in Accounting or Business discipline
- Minimum 5-10 years as a committed Christian
- Minimum 3-5 years previous experience