

Thrive Discipleship Program – Bethany College
Position Description
Assistant Manager – Administration and Financial Services

Department: Facilities/Program

Supervisor: President

Summary Statement

This position functions as the key support role to the President and Program Director in the campus operations and program delivery. Responsibilities are 50% Facilities and 50% Program.

Relationship to mission:

1. Provide leadership for the support services required to fulfill the mission of the facility.
2. Ensure that the campus facilities are appropriate for mission fulfillment.

General Duties:

1. Be open and approachable with all occupants of the facility, which provide the context for developing whole and holy disciples.
2. Process data and source documents, contributing to efficient and accurate financial reporting.
3. Take initiative in administrative support area and program support.
4. Coordinate enrollment processes and reception duties

Specific Duties:

1. Organize purchasing, collections, payments, payroll processing and bookkeeping.
2. Be responsible for issuing receipts for donations.
3. Month end reconciliations.
4. Assist in budget preparations.
5. Assist the “Director of the Program” in student financial arrangements and collection of student accounts.
6. Provide administrative support from the finance departments for discipleship program events.
7. Assistance with fiscal and calendar year end tasks and reporting.
8. Assist the program with school vehicle fleet/drivers.
9. Assist the facilities manager with rentals and leases.
10. General receptionist and admissions duties.
11. Other duties as requested by the facilities manager.

Skills required:

1. Strong Christian character, agreement with and commitment to the College’s mission and Saskatchewan Mennonite Brethren Confession of faith.
2. Understanding of team dynamics, strong desire to be part of an effective and successful team.
3. Strong relationship skills.
4. Previous administrative and bookkeeping experience.
5. Excellent discernment ability, able to anticipate needs and respond appropriately.
6. Time management skills.
7. Attention to detail.
8. Commitment to efficient use of school resources.
9. A sense of giftedness in support/helps/service that has been affirmed by others.
10. Personal leadership; initiative and self-motivation.

Time required: Full-time (Salary)

Training required: As discerned by the Board

Job location: Bethany Campus

Remuneration: Based on education and experience.