

# **Systems Administrator Job Description**

**CreatEd Institute 2018**

*1 Peter 4:10 "As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God."*

## **Purpose of Position**

The Systems Administrator role exemplifies good stewardship of the resources given to CreatEd Institute. As an organization dedicated to pursuing the Lord's Kingdom and fruitfulness, we desire to be good stewards of what He has given us. The Systems Administrator helps CreatEd Institute carry out its vision by managing its practical, day-to-day business systems, including financial tracking (budgeting, payroll and payables management, invoice tracking, reporting, etc.) and office management (inventory maintenance, office cleanliness, etc).

## **Work Environment**

*Reports to:* President

*Works with:* Senior Leadership, Student Billing, and all staff for payroll and business expense reimbursements

*Hours of work:* Part-time

*Responsibilities:* generating and keeping general accounting records according to best accounting practices, recommending financial actions based on accounting analyses, preparing and recommending accounting policies and procedures (including authorization for and mode of company purchases and reimbursements for business expenses), ensuring compliance with federal, state, and local financial legal requirements, preparing special financial reports as directed by the Board and/or President, presenting financial reports to the board of directors (as required), managing CreatEd corporate spaces (cleaning, restocking inventory, retrieving mail, etc.), maintaining office inventory (ordering and reporting inventory), assisting Events Coordinator with event preparations and after-action reporting, providing administrative support to team as needed.

## **Candidate Description**

The ideal candidate is a skilled professional with great attention-to-detail and an administrative mindset for organizational structures and systems. We are not looking for comprehensive knowledge or expertise, but for adaptability, flexibility, self-discipline, and teachability. A commitment to excellence, clarity, and intentionality will be important in this role that is both highly relational, analytical, and administrative all at the same time.

### *Skills and Qualifications:*

- Accounting
- Reporting skills
- Attention to detail
- Data Entry Management
- SFAS Rules
- Competence in accounting software program(s) (e.g., QuickBooks)
- Ability to guard/maintain information confidentially: (information shared only with President, Treasurer, and/or Board of Directors as requested)
- Adept at using GSuite apps (Gmail, Google Sheets, Google Docs, etc.) for teamwork and communication

### *Helpful Characteristics*

- Servant-hearted
- Lives in integrity
- Personable and approachable
- Administrative, organized, and professional
- Independent and driven
- Accountable

## **Organization Description**

CreatEd Institute operates on the assumption that the Kingdom of Heaven is most clearly communicated in a culture of honor where individuals serve one another with humility, unity, and love. The unique approach to education that our students enjoy is reflected in our operational structure that provides a direction, resources, and community, but not a step-by-step process to achieve objectives. Therefore, it is the responsibility of the individual to demonstrate their ability to learn, communicate, ask for help and develop their positions into a valuable part of the organization. Our hierarchy of service provides members of the team, as well as our students, with the *structures of freedom* required to learn, thrive, and grow into the gifts and callings that are on their lives.