



Providing Gospel Access Through the Planting of Multiplying Churches

JOB TITLE

Director of Administration, USA Base | Full-Time

LOCATION

Columbia, South Carolina

REPORTS TO

Executive Director - USA Base

JOB DESCRIPTION OVERVIEW

The primary job of our Director of Administration is to ensure Crossover Global USA's proper stewardship of entrusted funds and other assets, government compliance, and other administrative duties in order to complete the vision of Crossover Global to provide gospel access to unreached people groups through the planting of multiplying churches.

RESPONSIBILITIES AND DUTIES:

- Ensure all fiscal matters, including donations and other income, are properly received and recorded, and that donors are receiving proper communication
- Ensure that expenses are paid on time, recorded properly and that books are kept accurately, including payroll, distribution of church planting funds, and corporate credit card system
- Provide monthly reports to the US Executive Director and Crossover Global President alongside the US Financial Team
- Maintain all registrations and governmental filings remain up to date, including but not limited to, annual audit with audit firm, ECFA and other accountability organizations, charitable organization registration, and business licenses
- Ensure the integrity of the organization's non-profit status through proactively guarding against fraudulent activities, including separation of duties amongst members of the US Financial Team
- This position oversees all human resources operations for US citizens, green card holders, and/or those with a worker's visa for the US. It requires an ongoing understanding of pertinent governmental laws, including the US IRS code, current and evolving, to be compliant regarding legal fundraising by staff, proper payroll procedures, employee manuals, employee files, and liability insurance
- Oversee benefits for USA staff currently include a 403b retirement plan, mobile phone discount, and a variety of life insurance plans
- Learn, maintain, and develop the culture of Crossover Global

QUALIFICATIONS:

- Must adhere to the Christian faith and agree with Crossover Global's [statement of faith](#)
- A passionate follower of Jesus Christ with a proven devotion to the habits necessary to maintain a daily relationship with him
- Has a passion to see unreached and unengaged people groups reached with the gospel
- Excellent communication skills with the ability to relate well with others
- Possess leadership experience and organizational skills with the ability to manage a team
- High level of professionalism and confidentiality
- College Degree in business administration, finance, human resources, or another relevant degree preferred

Nothing in this job description restricts Crossover Global's right to assign or reassign duties and responsibilities to this job at any time. Responsibilities occasionally may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines.

To Apply: Send cover letter and resume to Rachel Lively at r.lively@crossoverglobal.net.