

Operations Coordinator Job Overview

Qualifications for employment at Watermark Health include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark Community Church and having a work history and a lifestyle that are consistent with biblical principles. Must be an active Member of Watermark Community Church (or partner church) or willing to become one.

REPORTS TO: Director of Operations

FLSA STATUS: Exempt

LOCATION: WMH Offices (Occasional Multi-Site Travel)

TIME REQUIREMENTS: Full Time, Benefits Eligible

MISSION STATEMENT: We exist to serve the community by awakening and empowering the local church to care for the physical healthcare needs and engage souls with the love and power of the Gospel of Jesus Christ.

POSITION SUMMARY: Coordinates the execution of projects, initiatives, and process improvement efforts for Watermark Health's Operations Team (including, but not limited to, HR, Finance, Facilities, and IT) in line with strategic plans to increase the organization's efficiency and performance. Specializes in managing the accounting duties, financial reporting, and maintaining Watermark Health's financial statements.

SPIRITUAL GIFTS & STRENGTHS: GIFTS - Administration, Discernment, Evangelism, Leadership, Serving, Shepherding
STRENGTHS - Achiever, Activator, Analytical, Arranger, Belief, Communication, Discipline, Responsibility, Strategic, Woo

ESSENTIAL QUALIFICATIONS, SKILLS, & EXPERIENCE:

- Bachelor's Degree preferred (Business, Accounting, Finance, Engineering, or related/equivalent field)
- Good understanding of financial and managerial accounting and QuickBooks Online preferred (or a quick learner)
- Experience in project management with proficient use of Microsoft Office and other project management tools
- Strong in problem-solving, attention to detail, organization, prioritization, and anticipating future needs
- Excellent time-management skills with proven ability to follow through on tasks and meet deadlines
- High self-initiative with the ability to work effectively under minimal supervision
- Excellent social, verbal, written, and presentation skills

POSITION RESPONSIBILITIES:

Finance & Accounting

- Manage processes for monthly expense reporting, accounts receivable/payable, and bookkeeping
- Manage processes for financial controls, budget tracking, and budget adherence

Staffing & HR

- Manage and help optimize recruiting, onboarding, and offboarding processes with HR Coordinator
- Manage processes for Annual Reviews, Open Enrollment, and insurance renewals with HR Coordinator
- Train new hires on Operations processes to ensure policies and procedures are followed

Facilities & IT

- Manage processes to capture, prioritize, and resolve maintenance/helpdesk requests relating to facilities and IT
- Manage processes and projects for clinic vendor mgmt., access controls, compliance, and general upgrades

WMH Oversight

- Lead projects and manage stakeholders' deliverables with competing priorities and time constraints
- Manage partnerships for annual financial reporting, IT support, and clinic operations (Envision)
- Assist Director of Operations with budgets, strategic planning, and assessing/streamlining processes

Leadership

- Comfortably demonstrate spiritual leadership, pastoral care, and evangelism; able to shepherd and counsel staff
- Help develop Operations support staff by identifying opportunities to increase efficiency and performance
- Act as Operations leader and resource in lieu of Director of Operation's presence

MARKERS OF AN IDEAL CANDIDATE:

- High capacity
- Self-starter
- Strategic thinker
- Flexible and adaptable
- Problem solver
- Project manager
- Enjoys serving behind the scenes
- Warm, hospitable, and joyful in demeanor
- Aligned on mission, vision, and values of WMH

...SO THAT THE MULTITUDES MAY BE HEALED.