

Student Conferences Financial Administrator

Objective To give every international student on the campus the opportunity to hear and respond to the Gospel and to disciple them in their faith and prepare them for future ministry by providing national student conferences produced by ISI, such as NGO GO, TRUE Leadership, or World Changers. This does not include local or regional student conferences.

Spiritual Characteristics

- Person of prayer
- Teachable spirit
- Person of spiritual maturity and committed to personal spiritual growth
- Maintains involvement with a local church/body of believers.

Educational/Experience Qualifications

- College graduate (minimum of a bachelor's degree preferred), equivalent secular experience relevant to position, or equivalent experience in international student ministry required
- Ordination or commissioning is highly recommended and can be pursued after assuming the position.

Desirable Capabilities

- Has a heart for the spiritually lost
- Encouraging and helpful to others
- Uses discernment and strong interpersonal skills
- Strong leadership skills
- Excellent communication skills
- Strong mathematical skills and understanding of finances
- Committed to evangelism and discipleship
- Exhibits a positive and professional manner
- Strong defender of confidentiality
- Respectful of authority structures
- Ability to work in stressful situations
- Team Player
- Flexible.

Responsibilities

- ISI is registered as a church under US tax laws. All ISI staff should preach and teach the Word of God through their actions, and when appropriate, in word. ISI authorizes staff to perform various ministry functions including, but not limited to, leading Bible studies, praying, leading international student clubs/gatherings, planning/directing or supervising the ministry activities of others, and planning and developing the content of religious or other activities and events with students and other ISI partners and participants, while maintaining alignment with ISI's Statement of Faith. When appropriate, they may

perform sacerdotal duties, such as officiating for baptisms, weddings, funerals, and the administering of Holy Communion.

- Be faithful, loyal, and dedicated to ISI's national identity and mandate from the Lord to reach all international students for Christ
- Adhere to the ISI Mission and Vision Statement and Moral Conduct Policy
- Develop donors and raise funds for support of salary and expenses of this position
- Work with the student conferences Financial Coordinator and/or Team Leaders on budget oversight and fundraising for each conference
- Consult the Student Conferences Coordinator regarding any contracts necessary to engage vendors for service related to student conferences
- Manage accounts receivable for conferences, including receipting, tracking payments, and collecting outstanding balances from conference participants
- Manage accounts payable for the conference(s), including tracking and processing expenses related to the student conferences
- Maintain a good working relationship with the Home Office Finance Team, utilizing ISI financial standards, practices, and financial forms
- Participate in team meetings either in person or using conference/Zoom calls
- Pray for the entire student conference team regularly and faithfully
- Communicate regularly with the student conferences administrators about the progress of the conference(s)
- Other duties as assigned.

Classification: Exempt (from overtime, salaried)
Reports to: Student Conferences Coordinator
Supervises: None

Administrative Use Only

Paycom Level: 2, Team Leader OR 3, Specialist

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