

Blackhawk Ministries—Fort Wayne, IN



Job Title: Finance Associate

Location: Fort Wayne, IN

Status: Nonexempt, 20-22 hours a week, flexible days/hours

Direct Report: Operations Pastor

Church Information

Blackhawk Ministries is located on the Northeast side of Fort Wayne, Indiana. Blackhawk is a vibrant faith community with a commitment to strong biblical teaching and dedication to spreading the love of God throughout the community and around the world for over 50 years. Under the leadership of a new Lead Pastor who started in 2023, we have experienced consistent growth and renewed unity and momentum. Our Sunday worship experience encourages members to encounter God through expositional preaching and modern worship. With our strong leadership, dedicated members, and unwavering faith, Blackhawk is poised to continue making a difference in the lives of people in Fort Wayne and around the world for many years to come.

Blackhawk Ministries is also home to Blackhawk Christian School, which our founding pastor, Dr. David Jeremiah, began in 1973 with 33 students enrolled. Five decades later, we continue to grow and thrive, with 100+ faculty and staff serving over 1,000 Pre-K through 12th-grade students. With over 150,000 square feet of facility and a newly renovated worship center that seats 1600, our church and school are well poised for city and regional impact.

Church Mission Statement

Making disciples who make disciples

Position Summary

We are seeking a person of God to fill the role of Finance Associate to assist and support the Assistant Controller, Operations Pastor and Blackhawk Christian School Finance Director in the day to day financial operations of Blackhawk Ministries and Blackhawk Christian School. This position will primarily assist with the accounting and payroll for both organizations.

Qualifications

- Demonstrated a track record of spiritual maturity and character consistent with the biblical requirements for leadership (1 Timothy 3:17, Titus 1:6-9, 1 Peter 5:1-4)
- Commitment to the mission, vision, and ministry philosophy of Blackhawk Ministries
- Associates Degree or higher in business-related discipline preferred
- 1-2 years of accounting/bookkeeping experience preferred
- Knowledge of Accounting Software Systems helpful—experience with ACS Financial Suite a plus
- Proficient in Excel and Google Docs/Sheets
- Able to work independently, organize and coordinate work, set priorities, and manage multiple financial deadlines
- Strong attention to detail and fact-checking ability
- Excellent interpersonal skills with the ability to effectively communicate with staff



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- Ability to maintain confidentiality and handle sensitive information

Job Expectations & Responsibilities

- Biweekly payroll preparation and submission for both church and school
- Maintain all employee payroll changes/updates
- Preparation and tracking of hourly benefits including vacation, sick days, etc.
- Responsible for weekly accounts payable checks
- Responsible for monthly missions support checks
- Preparing annual 1099 statements
- Assist with financial statement preparation
- Assist with Year End Giving Statements
- Assist with Annual Financial Review/Audit

Expectations for staff at Blackhawk Ministries

- Fully back the vision and strategic direction of the Lead Pastor/Elders
- Agree with the Blackhawk Ministries Statement of Faith (and other docs/statements/ministry distinctives)
- Be a tithing member
- Participate in a Life Group (either as a member or leader)
- You will report to the Operations Pastor and connect regularly through 1:1 meetings
- Your part-time position will be between 15-20 hours of work per week.

Compensation

Competitive salary based on experience and education

Interested applicants, please send these items to jobs@blackhawkministries.org

- Resume
- Cover letter



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