**Franklin E. Flowers**

3413 West Street

Hudsonville, MI 49426

Phone: 616-662-3277

Email: feflowers@anymail.com

**Career objective:**

To work as a church business administrator with “National Church Residences,” and help in establishing and achieving long-terms goals for the church and manage finance and business of the church.

**Summary of skills:**

* Strong experience of church administration and finance management
* Familiarity with all the religious process carried out in church
* Ability to work with pastors, preachers, and church staff
* Skilled in monitoring and overseeing maintenance work of the church
* Ability to prepare annual budget and establish visions and long-terms goals for the church
* Experienced in hiring, supervising, and evaluating performance of staff

**Work Experience:**

Church Administrator

Mount Annie Baptist Church, Hudsonville, MI

October 2014 - Present

* Handling day-to-day activities of the church and ensuring compliance with local and state regulations
* Maintaining financial records and overseeing maintenance work of the church
* Disbursing payment and allocating budget for particular activities carried by the church
* Planning outreach programs and helping in building goodwill of the church
* Organizing free medical check-up and blood donation camps and distributing books and uniform to poor students
* Coordinating with pastors and preachers and planning for religious functions to be organized in the church

Church Administrator

The Baptist Convention, Hudsonville, MI

February 2013 - September 2014

* Ensured the church building is properly maintained
* Hired and trained staff for handling maintenance of the church
* Collected and allocated funds appropriately and sustained long-term growth
* Handled bookkeeping system and tracked all income and expenditures of the church
* Organized and attended in staff meetings and contributed in building church's reputation
* Reviewed and tracked account receivable and account payable for the church

**Education:**

* Bachelor's Degree in Accounting  
  ABC University, Hudsonville, MI  
  2012

**Reference:**

On request.