



BUSINESS MANAGER

Reports To: Operations Director

Supervises: Office Assistant

PURPOSE: To serve the church by providing oversight and proper record keeping of property, legal, financial, and business affairs of the church.

RESPONSIBILITIES AND DUTIES:

Administer the work of the Business & Finance Department by encouraging teamwork and mutual support and providing leadership and encouragement to staff members who work in the department.

ACCOUNTS PAYABLE AND RECEIVABLE:

Ensure that appropriate and accurate accounting and membership records are maintained including:

- Payroll - including process semi-monthly payroll
- General ledger
- Monthly income statement cash flow and balance sheet
- Bank accounts
- Investment and tax reporting
- Individual contribution records
- Working with Counters to properly scan and deposit checks - validating accuracy of weekly donation amounts.
- Recording Pushpay and Vanco online donations into the system. Follow-up on rejected donations.
- Ensure accuracy of checks processed and paid.
- Manage Church Credit Cards - obtain Council approval for new cards issued and ensure cards are cancelled when staff changes.
- Manage ACH payments to vendors, ensuring council approves vendors prior to establishing ACH.

CHURCH BUDGET AND FINANCES:

Ensure that appropriate and adequate insurance coverages are in place including:

- Workers' compensation
- Workers' benefits
- Property/casualty
- Liability
- Coordinate development and preparation of the annual church budget with the Operations Director.
- Assist staff in the development and preparation of their department budgets as requested.
- Be responsible for the selection, purchase, contracts, building insurance and security of office equipment for the church.
- Monitor the purchasing of equipment, furniture, supplies and other items from staff and inform Operations Director.
- Review spending to see that funds are being used consistent with our policies.
- Oversee all contributions to the church.
- Make payments to organizations at the request of the Missions Committee.
- Develop proper procedures so that there is financial integrity of our finances through proper internal controls that are established and followed.
- Oversee and manage distributing individual contribution letters as requested by the Operations Director.

BUSINESS MANAGER

CHURCH BUDGET AND FINANCES (continued):

- Monitor monthly contributions against spending to make sure the church is staying within budget and communicate to the Operations Director.
- Create future financial forecasts based on contributions, spending, and projected growth/decline.
- Perform month end close and year end close that includes accruals for donations and expenses.

HUMAN RESOURCES:

- Monitor strict adherence to church policies and procedures as well as all State and Federal regulations regarding employment matters.
- Update Shepherd's Gate Personnel Manual as needed and directed by the Operations Director and Personnel Committee. Ensure policies and procedures are being followed by employees throughout the organization.
- Work with the Operations Director and Personnel Committee to implement the church's personnel policies and procedures.
- Maintain accurate, up-to-date personnel files.
- Oversee and maintain up-to-date Job Descriptions for all staff positions. Review and update yearly during employee review time. Keep digital copies on file.

STAFF MEMBER RESPONSIBILITIES:

- Oversee the process and follow-up for Volunteer Job Descriptions with the staff. Review and update yearly with the staff. Keep digital copies on file.
- Oversee and maintain job descriptions for ad-hoc committees requested by the Operations Director and/or Church Council. Committees to include but are not limited to: Personnel Committee, Internal Review Committee, Trustee Advisory Team, Future Planning Committee, etc. Serve as an advisor on committees as requested by the Council President or Operations Director.
- Attend Council meetings as requested by the Council President or Operations Director. Provide financial statements as requested.
- Attend all staff meetings as requested.

QUALIFICATIONS:

- Have leadership ability.
- Have management skills.
- Be cooperative & considerate.
- Be a good communicator.
- Must be organized.
- Have a positive and outgoing personality.
- Be neat and orderly in appearance.
- Love people and enjoy helping others.
- Be a self-starter.
- Maintain confidentiality.
- Must know Word, Excel, PowerPoint and/or their Mac equivalent.
- Must have knowledge of accounting procedures and software including but not limited to QuickBooks

EDUCATION:

- Associates degree or higher in accounting or finance preferred and/or 2 plus years relevant experience.