

Business Manager

Full-time, non-exempt, 40 hours per week, accountable to Executive Pastor

OVERVIEW:

Reporting to the Executive Pastor, the Business Director is responsible for the day-to-day finance, human resources, payroll processing, vendor payments and receivables, benefits administration and general office support. Purpose is to serve the church by providing oversight and proper record keeping of financial, human resources, and business affairs of the church.

RESPONSIBILITIES:

Accounting & Accounts Payable & Receivable.

- Manage the day-to-day financial duties including accounts payable and accounts receivable, process receipt of cash, checks & online transactions, credit card reconciliation and all related general ledger entries in the accounting system.
- Set up systems and procedures as required; supporting timely and accurate management of billing information and producing internal financial reports as required.
- Serve as staff point person for Finance Committee inquiries.
- Collaborate with external vendors.
- Oversee the accuracy of accounting reports with timely delivery
- Create clarity for donors with inquiries and donation process

Human Resources.

- Provide human resources coordination in such areas as new employee on-boarding, payroll, employee benefits, retirement plan, disability claims, workers' compensation claims and other HR related requests and tracking.
- Process payroll on a bi-weekly basis, ensuring hours worked and paid time off are tracked and administered according to company policies as well as federal and local law.
- Manage the 403(b)-retirement plan including timely deposits of employee deferrals, plan administration and annual compliance audit.
- Administration of employee benefits including insurance enrollment, terminations, ongoing maintenance and billing auditing. Includes liaising with broker, carriers and employees regarding enrollment, coverage and claims issues.
- Ongoing maintenance of online HR/payroll system ensuring that employee and organizational information is kept up to date, including working closely with the external payroll vendor.
- Administration of organizational, commercial and workers compensation insurance and file company claim as needed. Responsible for annual workers compensation audit.

- Support the staff in needs for their departments with review & evaluation processes. Provide clarifying answers to staff based on their needs. Create a culture of advocacy for ministry leaders.

Other Duties.

- Oversee the accounting office with both paid & volunteer support
- Maintain all applicable licenses and registration.
- Support internal operations, development and site staff.
- All other duties as assigned by the Executive Pastor.

Requirements.

Skills & Beliefs

- Position demands a high level of trust and confidence; possessed of a godly character.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to multi-task and work independently and as part of a team with demonstrated highly effective organizational and time management skills.
- Ability to collaborate with others both internally and externally.
- Works well with others, resolves conflict effectively and provides feedback constructively.
- Ability to exercise confidentiality on sensitive issues and practice discretion in the interest of the organization.
- Ability to consistently present a positive attitude and contribute to a harmonious team environment with enthusiasm and energy.
- Promotes and adheres to organizations mission, vision, and values; policies and applicable laws in a fair and equitable manner.
- Fully agrees with and supports church By-Laws, Statement of Faith, mission, and vision.
- Be a current church member, or become a church member within 90 days of starting work. Regularly attends worship and participates in church activities and small groups.

Education

- Bachelor's Degree in Business Administration, Accounting or related area is highly preferred.
- Minimum 3 years' progressive finance and accounting experience with high accuracy.
- Minimum 2 years' payroll data entry and processing experience.
- Minimum 2 years' benefits administration experience and addressing employee questions.
- Extensive knowledge or working in an HR/payroll system (e.g. Paychex Flex), MS Office products and other management tools including Google documents and drive.

Pay Range.

\$55,000 - \$67,000 per year, including full Benefits, paid time off and Retirement.