



Job Description
Business Manager
Reports to: Senior Pastor
October 2020

This position is part of an integrated approach to lifelong Christian discipleship and community evangelism, and it will partner closely with other ministry areas of the church. It involves operational support, management of church finances, office, and property. This position combines teamwork, direct leadership, and administration with “equipping the saints” for their own ministries, both within the church and community.

Essential Duties and Responsibilities:

1. Record receipts, make deposits, and disburse church funds. Record all pledge information and maintain individual records for each contributor. Distribute individual giving statements, commitment updates, and church financial statements as directed by the Finance Committee. Prepare financial reports for the Church Council and for other teams upon request.
2. Oversee the purchasing process by reviewing invoices for accuracy and paying bills in a timely manner. Maintain vendor relationships. Negotiate contracts when necessary. Review expenditures in accordance with budget. Work with staff and committees to control expenses and offer financial advice. Alert the Finance Chair of any large exceptions to the budget, for example any ministry budget over 25% or \$5,000, whichever is less.
3. Maintain proper cash flow control to meet obligations through transfer of funds between checking and investment accounts. Reconcile all accounts.
4. Prepare annual budget worksheets and oversee the budget request process on behalf of the Finance Committee. Produce and present a working budget to the Committee for changes and approval. Prepare the recommended budget for approval by the Church Council.
5. Assist the Stewardship Chair and the pastors with stewardship education and campaigns.
6. Complete a quarterly review of banking and investment account balances with the Church Treasurer. Schedule annual review of church records with the designated church or outside auditor.
7. Administer payroll for church employees. Submit insurance, taxes and pension withholdings to proper agencies.
8. Compile information necessary for the annual Workman’s Compensation Audit and complete necessary documentation for any claims.
9. Reconcile and report revenue and expenses related to rental property owned by the church.
10. Work with the Finance Chair and Endowment/Restricted Gifts Chair on meetings, agendas, and recommendations. Maintain endowment information and be an advocate for proper use of funds.
11. Act as human relations generalist for staff and seek expert advice from specialists on insurance, risk management, tax and legal matters as necessary.

12. Oversee PTO schedule, maintaining non-clergy vacation and leave totals. Maintain all non-clergy personnel records and assist the Senior Pastor with administration of personnel policies and procedures when necessary.
13. Complete annual insurance questionnaires for renewal and pricing. Review policies with the insurance broker and the Trustees chair.
14. Assist Trustees with the administration & maintenance of the building and grounds. Maintain usage policies concerning the use of church properties and facilities.
15. Review church computers to keep technology up to date and assist staff with minor computer problems.
16. Provide the WAY Committee with contact information for members who have been absent from church activities. Oversee a membership removal list for Charge Conference.
17. Complete and compile annual Charge Conference information.
18. Oversee daily operations of church office and support the operations of building and grounds.
19. Meeting requirements: Attend annual Charge Conference and meetings of the Church Council, Trustees, Finance Committee, and the Committee on Endowments & Restricted Funds.
20. Perform any other duties as requested by the Senior Pastor and needed for the mission of the church.