



Position Title: Finance and Operations Manager

Reports to: Church Administrator

Overall Description

Under the guidance and supervision of the Church Administrator, the Finance and Operations Manager oversees the management of day-to-day finances and facility operations of West Market Street UMC to ensure the fulfillment of our mission to *glorify God as we make, nurture, and send forth disciples of Jesus Christ.*

Primary Responsibilities:

Working collaboratively with the Church Administrator, pastors and ministry staff, the Finance and Operations Manager will:

1. Manage the day-to-day financial matters of the church, including accounts receivable and payable, working in collaboration with the Financial Coordinator.
2. Serve as primary point of contact and oversees management of needs of all day-to-day facility matters.
3. Provide backup assistance with fund management, including but not limited to deposits, running reports, and data entry for financial information, including accounts receivable, payable and payroll.
4. Supervise and evaluate maintenance staff.
5. Maintain and oversee use of WMSUMC-owned vehicles.
6. Monitor and maintain church security.
7. Assist Church Administrator and Trustees in developing and implementing a long-range capital improvements plan and maintenance contracts.
8. Initiate and maintain positive working relationships with all church staff, membership, vendors, and suppliers.
9. Serves as on-call contact for fire alarm/emergency activation.
10. Performs other duties as assigned by the Church Administrator.

Education, Skills, and Experience:

1. BS/BA in related field, demonstrating self-starting and critical thinking.
2. Minimum of five years of experience in Finance and Fund management.
3. Minimum of two years of supervisory experience required.
4. Proficiency in Word, Excel and other online platforms required; strong experience and comfort level with various forms of technology.
5. Strong organizational skills and interpersonal skills being able to work independently and collaboratively with staff, lay leadership and laity in order to fulfill the mission, vision, values and goals of WMSUMC.
6. Willingness to invest time in a personal growth and development plan.
7. Commitment to personal and spiritual disciplines and to pray for one another on the staff and the shared life and ministry of WMSUMC.
8. Valid driver's license.

Employment Status: 40 hours/week

Acceptance of Ministry Parameters:

I understand and agree to the expectations of ministry as stated above.

Employee's Name (printed)

Employee's Signature and Date

Reviewed by Church Administrator:

Church Administrator's Name (printed)

Church Administrator's Signature and Date