



## Business Manager Job Description

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| <b>Job title</b>  | <i>Business Manager</i>   |
| <b>Reports to</b> | <i>Lead Pastor</i>  |
| <b>Status</b>     | <i>Part-time: 15 hours (Monday, Wednesday, Friday, 9am – 2pm)</i> |

### Job purpose

The Business Manager provides professional financial and personnel management for the church and preschool. The individual should be attuned not only to the business and personnel activities of the church and preschool, but also to their unique missions. This position reports to the Lead Pastor, but maintains regular communication with the Director of the Preschool, the Finance Committee, and the Preschool Board. The position requires good judgment, discretion, diplomacy, and a welcoming and friendly attitude to politely deal with congregants, school parents, contractors and staff. The position also requires a good sense of stewardship, meticulous record keeping and attention to detail, conscientiousness, confidentiality, strong written and oral communication skills, organizational skills and the ability to work collaboratively.

### Responsibilities

- *Finances*
  - Prepare and distribute payroll (physical and direct deposit) and expenditures for all church and preschool staff; prepare payroll taxes and forms.
  - Process all gifts received, including gifts given through the church designated for other organizations (i.e., UMCOR and ALIVE).
  - Ensure that all check requests, invoices, credit card charges, deposit summary sheets, vendor statements and bank statements are properly prepared and available for the Church Treasurer and WSUMC Preschool Board each month. Annotates which account funds are to be credited or debited to for each transaction.
  - Prepares checks each week for the signature of the approved check signers and ensures that they are mailed in a timely manner and that all legitimate bills are paid on time.
  - Prepare bank deposits and transfer the deposit to the bank.
  - Maintain the financial records of Washington Street UMC and the WSUMC Preschool, including paying bills, salaries, and taxes on a timely basis, reconciling church bank and investment accounts with financial records, maintain employee wage, benefits, and withholding records, manage and maintain stewardship records.
    - Maintain financial records and manage financial accounts associated with the WSUMC Trustees.
  - Resolve disputed billings, working with leadership and staff to ensure bills are paid in a timely manner.
  - Assist auditors with any scheduled audits.
- *Human Resources*
  - Coordinates, in conjunction with the Lead Pastor and Preschool Director, all administrative and business activities of the church, preschool, and other church entities with regard to human resources, e.g. salaries, personnel policies, etc.
  - Administers all church personnel policies related to human resources.
  - Coordinates the completion of all paperwork for church and preschool new employees, terminated employees, payroll change requests, etc., and ensures that new employees have a copy of the WSUMC or WSUMCP Personnel Policy, as applicable.
  - Maintains all church and preschool employee personnel records and files.



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- Coordinates the Conference Safe Sanctuary program at the church and preschool level. In cooperation with the Leadership Board, ensures that all Safe Sanctuary requirements are met for necessary church and preschool employees, volunteers and ministry providers. Ensure that renewal of background checks and required readings are appropriately completed, reported and recorded.
- *Communication*
  - Serve as staff liaison to the Finance Committee of the Leadership Board, providing monthly reports on the church's budget, account balances, endowment and invested funds.
  - Collect and provide information to the Finance Committee and the Leadership Board for conducting the annual giving campaign.
- *Stewardship*
  - Record financial pledges and ensure pledge 'thank you' cards are mailed.
  - Assign stewardship (envelope) numbers, send year-to-date periodic statements to members on gifts given, answer questions and resolve any errors identified by members; work with the Office Manager to distribute yearly offering envelopes; distribute offering envelopes as needed to new members throughout the year.
- *Bank Accounts*
  - Initiate transactions for the Permanent Endowment Fund and handle sale of stock if given as a member contribution.
  - Upon proper approval, prepare and execute the paperwork for signature card changes for bank accounts.
  - Monitor all bank accounts, providing updated account balances to the Finance Committee each month.

### Qualifications

- Strong sense of personal call to the mission and work of the local church.
- Has deep desire to love God, and ability to share in God's vision for WSUMC to include all persons in the life of the faith community.
- Demonstrates a hospitable, trustworthy and collegial attitude to co-workers, congregational members, Preschool Board members, and WSUMC Leadership Board.
- Desire for adaptive change, and ability to develop measurements and feedback mechanisms for seeing change through.
- Ability to take necessary initiatives to better the business practices of the church and preschool.
- Willingness to be flexible and adjust as ministry needs arise.

### Education / Experience

- Bachelor's Degree in Business, Finance or Accounting from an accredited university.
- Working knowledge of the principles and practices of accounting. CPA experience preferred.
- Non-profit or Church management experience is desirable.
- Proficient skills in Microsoft Office (i.e., Word and Excel) and QuickBooks, with the willingness and ability to learn cloud-based church database.