

Business Manager

Employment Classification: Part time (25 hours), non-exempt
Reports to: Executive Director

Summary:

- The Business Manager is responsible for the timely and accurate execution of all bookkeeping, payroll, payments and all financial transactions made by the church, including the tracking of cash and maintenance reports. In addition, the Business Manager is responsible for developing analysis and forecasting models and making strategic recommendations to the Executive Director and senior leadership.

Required Personal Qualifications:

- The Business Manager must demonstrate maturity in Christ, a love for God, a love for God's kingdom and its advancement through the local church, insight and discernment, organizational and administrative skills. He or she must be able to work seamlessly, with precision and discretion, within the church family, supporting and advancing its various ministries interacting with SPEP ministry leaders as well as congregational members generally.

Desired Personal Experience:

- Bachelor's degree
- CPA preferred
- Minimum 3 years (5 years or more preferred) of operational financial experience in a church or other non-profit organization (formally audited organization preferred)
- Member in good standing of a Gospel-centered church, and a willingness to become a member of SPEP.

Operating Responsibilities and Duties *(including but not limited to):*

- Tracking of cash and maintenance of cash reports
- Cash management operations involving receipts, deposits, payments and related processing duties with accuracy and timeliness
- Reconciling all accounts, including remote deposit capture/online banking
- Monthly reconciling of all balances against the general ledger accounts
- Preparing and disseminating periodic cash reports
- Producing and disseminating regular year over year analyses of giving, attendance and cash balances
- Verifying and maintaining account controls
- Administering regular payroll for all fulltime and part time employees, maintaining the primary relationship with payroll service for tax filings and W-2s/1099s
- Reviewing all vendor invoices and check requests and process checks on a weekly basis
- Reconciling vendor statements, researching and correcting discrepancies

Strategic Responsibilities and Duties *(including but not limited to):*

- Developing and preparing in conjunction with the Executive Director and Treasurer regular communication to the congregation regarding the giving and overall budget
- Maintaining awareness and knowledge of best practices in financial administration of churches
- Researching and recommending improvements to the SPEP financial practices and management
- Developing strategic analyses of SPEP financial experience for consideration of Session and Diaconate
- Regularly supporting the Session and Diaconate with information and data for the purpose of developing the grace of liberality within the congregation