



## Job Description Business Manager

<b>Reports to:</b>	Senior Pastor	<b>Effective:</b> 5/1/2019
<b>Directly Supervises:</b>	Custodian, Office Administrative Assistant, and financial secretary which is a volunteer position	
<b>Status:</b>	Part Time (25 hours/week)	
<b>FLSA:</b>	Non-Exempt	

### Job Summary

The Business Manager is responsible for the financial management and reporting of St. Paul's UMC expenses and revenues. The Business Manager will provide an overview of all St. Paul's UMC business practices.

### Essential Functions:

- **Communications and Reporting**
  - Present and interpret monthly financial statements to Church Council, Finance Committee, and Staff.
  - Write monthly financial report for St. Paul's UMC website.
  - Correspond and file reports with the Great Plains Conference of the United Methodist Church.
  - Provide a process for annual review and reporting to the Great Plains Conference (meeting conference criteria).
  - Correspond with committee chairs and staff on financial and budgeting matters throughout the year.
  - Prepare and/or ensure payroll reports and payroll taxes for IRS and State of Kansas are paid in compliance with law.
  - Assist with the annual operating budget campaign and the budgeting process.
  - Maintain positive relationship with banks, financial institutions, vendors and contracts with which the church deals. Ensure accuracy and clarity of fees and terms.
  - Maintain accurate and up to date signature cards for all bank accounts.
  - Maintain up to date business manager manual and instructions.
- **Accounting**
  - Ensure monthly payroll liabilities are paid.
  - Oversee payroll process with outsource vendor to ensure time sheets, payroll checks and payroll taxes are in compliance.
  - Organize and pay invoices for various facets of the church. Ensure proper pay authorization is provided for all invoices paid.
  - Record all church collections into accounting software and prepare and post monthly adjustment entries.

- Ensure accuracy of contribution data entered into Fellowship One software(via the counters and financial secretary).
- Maintain accounting software for operating, building and preschool financial statements, including monthly budget maintenance.
- Work with donors on stock gifts, planned giving, etc.
- Prepare for and arrange for “agreed upon procedures” audit every other year as directed by St. Paul’s UMC finance committee and Great Plains Council on Finance and Administration. Arrange for fund balance audit on the opposite year from “agreed upon procedures”.
- Organize and maintain filing system.
- Ensure secure storage of historical papers, records, employee information, and backup of software records.
- Provide system for internal controls.

**Other Responsibilities:**

- Communicate with donors about their in-kind donations.
- Be aware of fund-raising events, ensure finance has approved the event(s), and be aware of plans for large projects.
- Provide assistance as needed to Legacy Fund, and other committees as assigned.
- Assist with Capital Campaigns as needed.
- Network with other churches to recommend improvements for consideration by St. Paul’s.
- Work with vendors and monitor technology to meet the changing requests we receive from those paying fees and making contributions to St. Paul’s.

**Minimum Qualifications:**

- Education/Certification: Accounting or Finance background. Accounting degree and experience strongly preferred.
- Computer skills should include being proficient with accounting software, Microsoft Word, Excel, Outlook, and the internet.
- Commitment to St Paul’s mission, vision, and values and a dedication to the ministries of St Paul’s UMC.
- Must be Safe Gatherings certified or willing to be certified.
- Experience with 3<sup>rd</sup> party payroll processing preferred

**Physical Requirements: none**

**Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of St. Paul’s UMC. Can teach those values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of St. Paul’s UMC.
- **Spiritual Maturity:** has a personal growth plan based on the five dimensions of discipleship practices by St. Paul’s UMC. Models and develops humility, teach ability, accountability and servant leadership on all coaching relationships.

- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling regular coaching session with those in his/her span of care. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings.

**Statement of Equal Opportunity and Nondiscrimination:**

St. Paul's UMC is committed to equal opportunity and nondiscrimination in all employment, programs, and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.