

Mt. Pisgah United Methodist Church

BUSINESS MANAGER

Job Description

Reports to: Lead Pastor

Job Summary

The Business Manager is responsible for providing financial management guidance to appropriate branches in the church, financial reporting, balance sheet accounts maintenance, coordination of annual budgeting process, and overseeing bookkeeping and database management activities. The Business Manager also supervises the Administrative Assistant and Database Coordinator.

Employment Qualifications

Required:

- B.S. / B.A. in accounting or comparable work experience
- Payroll administration experience
 - Retirement accounting
 - Medical benefits withholding
- Familiarity with non-profit accounting
 - Fund accounting
 - IRS compliance issues
 - Ministry payroll
- Proficient in Excel, Word, and accounting software
- Strong analytical skills; detail oriented and effective decision making skills
- Self-starter who is able to work both independently and as a team player
- Effective written and verbal communication skills
- Able to handle confidential information with discretion and integrity

Desirable:

- CPA with public accounting or non-profit experience
- PowerChurch software experience

Essential Job Responsibilities

- Interface and provide oversight to Database Coordinator and Administrative Assistant.
- Financial Reporting
 - Prepare monthly financial statements for presentation to Finance Branch and Church Council.
 - Write monthly report to explain the financial trends and issues of concern, which are also distributed to members of the Finance Branch before each meeting.

- Prepare monthly reports for staff and branch stewards detailing transactions in ministry budget and restricted funds. As necessary, meet with staff and stewards to review and answer questions.
- Prepare annual statistics report to conference.
- Conduct ad-hoc analyses, as required.
- Reconcile all fund and account balances.
- Financial Management
 - Maintain general ledger for Ministry Fund and Mortgage & Maintenance Fund
 - Provide guidance to Finance Branch and Church Council regarding appropriate policies and procedures for financial transactions.
 - Provide guidance to Finance Branch and Database Coordinator in processing transactions in compliance with IRS guidelines.
 - Monitor cash balances. When appropriate, prepare forecasts and alerts to the Finance Branch to address cash flow issues.
 - Assure that restricted gifts and designated funds are utilized in accordance with their intended purposes.
- Process transactions, including:
 - A/P review, coding & input
 - Cash Disbursements—check preparation
 - Submit payroll in external processor’s system for church and preschool staff
 - Payroll & payroll tax entries into G/L
- Maintain timely and adequate reconciliations of balance sheet accounts:
 - Investment balances
 - Payroll related liabilities
 - A/R
 - A/P (including reconciliation to vendor statements)
 - Fund balances
 - Fixed asset accounts
 - Cash accounts
- Facilitate all stock donations to the church
- For large financial expenditures (e.g. equipment acquisitions) –OR- proposed contractual commitments (e.g. lease or maintenance contracts), work with the various staff and branch stewards to:
 - Ensure that sufficient bids are received before entering into any contractual agreements.
 - Review financing agreements, including leasing versus buy analyses.
- Monitor and maintain contracts for service and supplies for the office and office equipment.
- Human Resources management
 - Maintain personnel files for each employee
 - Register new employees with payroll company, pension company, insurance company, and others as needed
 - Maintain accounting for vacation balances
 - Facilitate new employee orientation
 - Coordinate staff compensation and benefits issues with Staff-Parish Relations Branch.
- Various quarterly or annual responsibilities:
 - Coordinate annual budgeting process.

- Provide assistance with the annual audit.
- Prepare W-2s and 1099s.
- Ensure insurance renewal.
- Conduct Worker's Compensation audit.
- Prepare and oversee the Office budget.
- Order office-related supplies for church office and staff as needed.
- Perform notary services on behalf of Mt. Pisgah UMC as needed.
- Conduct special projects as requested by branches and staff.

Work Schedule:

- This is a full-time salaried position, 40 hours per week. The schedule of hours worked is determined in consultation with the Lead Pastor.
- Attendance at evening Finance Branch and Church Council meetings is required.
- Attendance at weekly staff meetings is required.