

Business Manager job description

Primary function:

This full-time position reports to the Church Administrator in support of achieving the overall objectives of The Greater Piney Grove Baptist Church. The Business Manager will be responsible for coordinating and supervising the day to day financial affairs of the Church.

Responsibilities include leadership and direction of all accounting activities related to personnel, Church ministries and programs. Shall be knowledgeable and proficient in all aspects of general accounting, including general ledger and accounts receivable and payable. Serve as a liaison between the Senior Pastor, Finance Chairperson, and Deacon and Trustee ministries.

Essential Responsibilities:

- Manage the prompt payment of all Church financial obligations in accordance with established Church procedures while ensuring proper maintenance and security of all Church financial records.
- Develop, implement, and manage a payment process to ensure that all financial obligations are paid in a timely manner.
- Serve as the purchasing agent for the Church and process all vendor payments.
- Prepare a detail monthly listing of Church financial obligations by the appropriate time each month, and presents to the Finance Committee, Church Administrator, Trustee Chairperson and Senior Pastor.
- Prepare the annual Church budget in coordination with the Budget Committee and Finance Chairperson.
- Manage all accounts receivable and account payable; prepare monthly budget and expenditure reports for all ministries.
- Coordinate and ensure that checks are prepared using the established computerized system. Manual checks must be authorized by the Church Administrator or Chairperson of the Trustees.
- Monitor all budget accounts and expenditures to ensure spending is in line with approved budget.
- Supervise the Membership Coordinator and oversee calculating, posting, verifying and recording of all congregational giving data for use in maintaining accounting and statistical records.
- Prepare bi-weekly payroll for all employees, payments for all contractors and year-end 1099's.
- Complete audit schedules per external auditors' requests (i.e., fixed assets, designated/restricted funds, internal controls, payroll reconciliations, and worker's compensation).
- Post all revenue and journal entries to the General Ledger and performs G/L analysis in preparation for the balancing of all bank reconciliations.
- Contract services as directed by Church Administrator.

- Attend staff meetings, retreats, workshops, seminars, Bible Study and other professional development trainings provided by the Church.
- Other duties as assigned.

Role requirements:

Bachelor's degree in Accounting/Finance or related field of study and 5 years of experience in a business related field with an emphasis in accounting, non-profit accounting or a combination of education and experience.

Solid knowledge of computer systems, including the Microsoft office suite, electronic mail, membership software and financial reporting and accounting software.

Strong organization with the ability to prioritize and multi-task using good time management.

Meticulous attention to detail with good follow-up skills.

Desires:

Ability to demonstrate ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance.

To be considered please submit via email; a cover letter that includes salary expectation and resume to HR@greaterpineygrove.org