

CENTREVILLEPRES

ignited active growing

Business Manager

This position must have excellent interpersonal skills to support church staff. This is a highly visible, consistently busy environment that involves contact with all staff and members of the congregation and community.

Job Description

- Review all bills and requests for payment for accuracy and proper approval, then prepare checks for signature and submit payments in a timely manner
- Manage bi-weekly payroll and related tax payments and forms, including quarterly and annual state and federal forms; maintain personnel records and track staff leave
- Maintain accurate records of all church expenditures, and compare expenditures to budget allowances
- Prepare and reconcile all bank deposits, online transactions with all church bank accounts monthly and annually
- Prepare monthly and annual financial reports for the church's finance committee and other ministries and boards, and for church business meetings and attend meetings when necessary
- Prepare church books and any required reports or forms for an annual audit or review, the IRS, and other offices of accountability
- Coordinate and supervise offering tellers
- Keep accurate records of pledges and contributions and event payments to the church, preparing annual individual financial statements for review
- Maintain the church database and generate reports and labels as needed
- Support the staff as requested
- Be available at church business meetings to answer any questions related to church finances
- Represent the church as required for business
- Perform background checks for all church volunteers and staff
- Train staff on church software and troubleshoot with issues
- Process Stock Donations

Skills required

- 3-5 years of experience in the business environment
- Demonstrated experience in accounting processing
- Competent Computer skills, including Word, Database, and Excel Spreadsheet
- Knowledge in ACS/Realm or church database preferred
- Exceptional communication skills
- Superior organizational skills and dedication to completing projects in a timely manner
- Love of the Lord and ability to show it daily

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