



Point Washington

UNITED METHODIST CHURCH

To Know Christ / To Love Christ / To Make The Love of Christ Known

Position Title: Church Business Manager

FLSA: Exempt

Employee Type: Full-time

Pay Type: Salary

Supervised By: Senior Pastor

Point Washington UMC seeks to create an environment where visitors and members are welcomed with Christian hospitality and nurtured as disciples of Jesus Christ in order to be sent into the world to convey God's love. The presumed priority of every PWUMC staff position is to work with joy as a member of a body of Christ, performing his/her particular tasks to the glory of God, ultimately impacting our mission of making disciples of Jesus Christ for the transformation of the world.

Summary: The Church Business Manager is responsible for planning, organizing, and conducting the business functions of the church, including budgeting, contracting, financial management, bookkeeping, and records administration. He/she is the primary lay staff liaison to the relevant committees of the church including the audit, facilities and operations, finance, personnel, and stewardship committees. In carrying out these responsibilities, he or she oversees contracted services.

Essential Duties & Responsibilities:

Supervises:

- Operations and Communications Coordinator
- Facilities Maintenance
- Chef/Janitorial Services

Operations Management:

- **Bookkeeping and Accounting:** Performs all financial processes of PWUMC, including but not limited to accounting operations, generation of financial statements, facilitating the annual audit process, meeting internal reporting requirements, conducting accounts reconciliation, and ensuring timely and accurate payroll processing.
- **Budgeting and Planning:** Supports annual budget development and execution, including timely and accurate reporting to the Senior Pastor, relevant committees, and financial contributors.
- **Record Keeping:** Ensures the maintenance and security of records, including compliance with relevant records system requirements and records retention policies. Meets, or ensures, the meeting of all reporting requirements of the Alabama-West Florida Conference and the United Methodist Church and applicable state and local governments. Advises church staff and relevant committees of those requirements.
- **Procedural Management:** Maintains familiarity with relevant manuals and procedures, including PWUMC's finance and personnel manuals, the safe sanctuary policy, conference and denominational handbooks, procedures, and other instructions. Provides for the updating of finance and personnel manuals and procedures, initiating appropriate changes when required by changes in state, federal or church law or in response to changes initiated by the relevant PWUMC committees.
- **Personnel Management:** Facilitates human resource management under the direction of the Senior Pastor, orienting new personnel in personnel policies and procedures, the provisions of the personnel

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manual, payroll procedures, and entitlement to benefits. Maintains personnel records and provides for their security and limiting access to those with a need to know. Provides information to the personnel committee for compensation planning, compliance with performance management and currency of position descriptions.

- **Meetings:** Attends and constructively participates in staff meetings, conveying relevant information and responding constructively and collaboratively to inquiries or requests for assistance. Meets with committees for whom the Church Business Manager is the staff liaison, exchanging information, and acts within established priorities to requests for information or assistance.
- **Reporting:** Periodically reports the status of operations to the Senior Pastor; keeps the Senior Pastor immediately and fully apprised of developments that might require the Senior Pastor's intervention or which might adversely affect the operations of the church.

Required Qualifications

- A minimum of 5 years' experience successfully managing the operations of a church or nonprofit organization.
- Bachelor's degree or an equivalent amount of training and experience in accounting, business administration, finance, or a related field.
- Experience overseeing and leading staff and volunteers.

Desired Qualifications

- Previous experience in a church management role.

Knowledge, Skills, and Abilities

- Profess Christianity and uphold the most recent version of *The Book of Discipline of The United Methodist Church*.
- Knowledge of generally accepted accounting principles (GAAP) as they apply to a non-profit organization.
- Proficiency in the use of computers and a wide range of business applications and systems, especially church accounting systems and other systems tailored for church and non-profit organizations.
- Ability to use QuickBooks online for accounting, ADP for processing payroll, and Church Community Builder for recording contributions and payments.
- Strong organizational skills.
- Ability to communicate effectively both orally and in writing.
- Ability to construct succinct, timely and pertinent reports.
- Ability to work effectively, harmoniously, and responsively with other staff members and congregants, to include diverse groups of people.
- Working knowledge of state and federal laws related to the functions of this position.
- Ability to establish and maintain appropriate priorities and meet established deadlines.
- Ability to negotiate effectively, ethically, and firmly on behalf of the church.
- Ability to exercise initiative and, as needed, to be creative and innovative.

Physical Requirements

- Prolonged periods sitting at a desk working on a computer.
- Frequent periods of standing and walking around the buildings and grounds of the campus.
- Ability to perform light lifting (up to 15 lbs.)

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee in this position. Employees may be required to perform other job duties as requested. Duties, responsibilities, and activities may change at any time with or without notice.

