



St. John's United Methodist Church



Job Description for Business Manager and Financial Secretary

Job Description:

The Church Business Manager and Financial Secretary is charged with the accounting and management of Church funds, keeping appropriate and accurate financial records, coordinating and overseeing all aspects of the Church facilities and their maintenance, and financial reporting to St. John's Pastor, the Finance Committee, the Board of Trustees, the Center for Early Childhood Education (CECE) and the Administrative Council.

Accountability:

The Business Manager and Financial Secretary is accountable to the Pastor.

Required Qualifications:

This position requires an individual with hands-on experience in the business management and accounting of church finances. As such, a successful candidate must be able to demonstrate understanding and proficiency in all aspects of financial management of a \$1M organization. A degree in Accounting, Finance or similar discipline is preferred, but relevant hands-on experience in similar positions may be substituted for degree. Strong interpersonal skills and effective communication skills are important. Other specific requirements are:

- Proficiency with *Microsoft Office*
- Proficiency with *Quickbooks*, including all payroll functions
- Knowledge of *Servant Keeper* software a plus.
- Knowledge of UMC Book of Disciplines a plus.

General Responsibilities:

Finance:

1. Maintain an accurate accounting practice within acceptable standards for Federal, Virginia and UMC of all church funds, keep all financial records, and report on church finances to Finance Committee, Board of Stewards, and staff members with budget responsibility.

2. Arrange and support audits of St. John's financial records at least the minimum frequency required by the UMC Book of Discipline.
3. Maintain an accurate record of contributions to the church and see that quarterly contributions statements are mailed to members on a timely basis.
4. Manage all income (e.g. annual giving, collection, gifts, donation, endowments, school tuition, etc.) and expenses (e.g. staff payroll, bills, church maintenance, programs, etc.) of the church.
5. Manage all aspects of staff payroll including issuance of check and preparation of annual tax documentation.
6. Research and prepare reports for appropriate persons or groups on proposed purchases of major equipment and services. Oversee all purchasing through purchase order system to assure adherence to budget requirements. Report to appropriate persons or groups on variances.
7. Prepare reports and participate in planning as required for sound fiscal management, including annual budget, projections of receipts and expenditures, long-range financial planning, financial comparisons, etc.
8. Sit as ex officio member of Trustees, Finance Committee, Center for Early Childhood Education (CECE) Board and Church Council. Interact with members of each group to ensure the responsible administration of investments and pledges as required by the current and future needs of the church.
9. Participate as a full member of the planning team for the church's stewardship and/or capital funds campaign

Business Manager:

1. Oversee maintenance, supervise custodial service, grounds maintenance, upkeep and security on buildings, grounds, vehicles and equipment; and devise and keep accurate inventory of non-financial assets.
2. Assist Trustees in maintaining and reviewing insurance coverage and safeguarding property documentation on behalf of the trustees.
3. Produce, as required, reports, schedules, and/or proposals based on research into the most propitious use of facilities, equipment, vehicles, and personnel.
4. Handle all off-site publicity for the church. Send press releases to appropriate media outlets on a timely basis. Design and purchase space for advertisements as required. Design or purchase custom printed materials for the church, i.e.,

- brochures, pamphlets, etc. Deal with all salespersons for advertising and printed material.
5. Planning/Organizing: Meet with the Pastor frequently to report, discuss, plan, and organize matters relating to the Church business management area of responsibility. Assist and provide support to the Pastor as requested for all of the above areas.
 6. Attend all St. John's staff meetings.

Interested and Qualified Candidates Should Respond to:

Tip Holcombe
Chairman, Pastor Staff Parish Relations Committee
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