



Business Manager Job Description

Title of Position: Business Manager

Position Type: Part Time (20-25 hours weekly)

Reports To: Lead Pastor

Start Date: March 1, 2023

General Description

The Business Manager oversees multiple areas of administration for the church. The Business Manager is responsible for leadership of the church's human resources function. This includes human relations, benefits administration, compensation, payroll, recruiting, training and development, some facilities coordination, managing vendor and building contracts, as well as serving as the liaison between vendors.

Compensation and Benefits

The position pays \$21/hr. No benefits are included.

Qualifications

1. A strong, mature Christian with a desire to serve;
2. Has demonstrated the gift of finance and administration;
3. Has a thorough understanding of nonprofit accounting, bookkeeping and financial management information requirements;
4. Has demonstrated excellent computer skills in financial software, spreadsheets and word processing;
5. Has demonstrated excellent oral and written communication skills;
6. Has demonstrated strong organizational, problem-solving, and conflict-resolution skills;
7. Has demonstrated the ability to motivate and train other staff members and volunteers with a servant-leadership management style;
8. Has demonstrated excellent interpersonal communication skills and the ability to work as part of a diverse team;
9. Basic Technical competence (general computer maintenance, network) would be an asset but not required.

Job duties and responsibilities include, but are not limited to:

- 1. Church Administration**
- 2. Bookkeeping**
- 3. Human Resources**
- 4. Vendor Liaison (20% of time)**
- 5. Leadership and Other Responsibilities (15% of time)**

Who is CrossRoads Church?

CrossRoads is a contemporary church located in the neighborhood of Larchmont on the West side of Norfolk, Virginia that has a heart for reaching the Campus, Community, and World. We are comprised of people from all walks of life with a heavy military, college, young adult, and family focus. We function as a family on mission with a strong desire to know Christ, live in community together, and pursue the world around us with the love of Christ.

Core Values: Discipleship, Spirit led, Mercy & Justice, & Gospel Centered

Mission Statement: To love the Lord our God wholeheartedly and lead others to become fully devoted followers of Jesus Christ.

Check out our website for more information on our values, ministries, and beliefs.

www.crcnorfolk.com

Send fill out the application and send your resume to Pastor Kevin by March 15, 2023. More information can be found at crcnorfolk.com