

Church Business Manager

Reports To - Senior Pastor

32-40 Hours Per Week

The Church Business Manager is responsible for overseeing the church's financial operations, accounting records, human resources administration, and general business functions. This position ensures that financial resources are managed with integrity, accuracy, and transparency while supporting the church's mission and ministry objectives. The Business Manager serves as a key administrative leader, maintaining financial records, managing receipts and disbursements, coordinating payroll and benefits, and handling HR-related administrative functions.

The Business Manager must be a practicing Christian with an active faith in Jesus Christ and participation in a local church. They must also be a person of utmost character and integrity so as to earn and maintain the trust of church members, hold all giving records and personal information confidential, and interact with the pastor, staff, church lay leadership, and church members in a respectful and professional manner.

Essential Duties and Responsibilities

Financial Management and Accounting

- Maintain accurate and complete financial records in accordance with accepted accounting principles and church policies.
- Record and reconcile all receipts, donations, offerings, and other income.
- Process and maintain records of all disbursements, accounts payable, and vendor payments.
- Prepare and process payroll, payroll tax filings, and related reports.
- Reconcile bank accounts, credit card statements
- Prepare monthly, and annual financial reports for church leadership and governing boards.
- Assist in the development and monitoring of the annual church budget.
- Monitor cash flow and ensure timely payment of financial obligations.
- Maintain confidential financial records and donor information.
- Coordinate financial reviews, tax returns, audits, or examinations as required.
- Ensure compliance with federal, state, and local financial regulations.

Receipts and Disbursements Administration

- Oversee all incoming receipts, contributions, and designated funds.

- Verify, document, and deposit church funds in a timely manner.
- Maintain detailed records of all expenditures and supporting documentation.
- Process reimbursement requests and ministry expense reports.
- Ensure proper internal controls are followed for handling church funds.
- Track designated funds and provide periodic reports.
- Communicate with church members to give support for members' online banking needs, notify of honorariums and memorials, ensure donors' intentions regarding designation of funds, send contribution statements annually and at Sr. Pastors direction, more frequently.
- Send 1099's to qualified recipients.

Human Resources Administration

- Maintain personnel files and employment records.
- Coordinate employee onboarding, orientation, and offboarding processes.
- Administer employee benefits, leave records, and insurance programs.
- Maintain payroll records and employee compensation information.
- Assist supervisors with personnel documentation and employment-related procedures.
- Ensure compliance with employment laws, workplace policies, and church personnel guidelines.
- Track employee training, certifications, and background checks as required.
- Support recruitment activities, job postings, application tracking, and interview scheduling.
- Maintain confidentiality regarding personnel matters.
- Issue W-2's to employees annually.

Administrative Support

- Assist church leadership with administrative planning and operational matters.
- Develop and maintain business procedures and office systems.
- Manage contracts, leases, and service agreements as assigned.
- Coordinate insurance renewals and
- Along with the Operations Team, maintain organizational records.
- Serve as a liaison with financial institutions, vendors, auditors, and government agencies.
- Provide administrative support for church committees related to finance and personnel.
- Perform and maintain background checks for volunteers, including drivers checks

Qualifications

Education and Experience

- Bachelor's degree in Accounting, Business Administration, or Finance
- Minimum of three to five years of experience in accounting, bookkeeping, business administration, or human resources.
- Experience in nonprofit or church administration preferred.
- Knowledge of payroll processing and HR administration preferred.

Knowledge, Skills, and Abilities

- Strong understanding of bookkeeping, accounting principles, and financial reporting.
- Proficiency with or willingness to learn Shelby Church accounting software.
- Knowledge of payroll systems and HR recordkeeping requirements.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to maintain strict confidentiality.
- Effective written and verbal communication skills.
- Ability to work independently and collaboratively with church staff, volunteers, and leadership.

Work Schedule

- 32-40 Hours a week
- Occasional evening or weekend work may be required for meetings, audits, or special church events. This includes 6-7 Finance Committee meetings per year and 6-7 Administrative Council meetings per year.

Core Expectations

- Demonstrate professionalism, integrity, and sound stewardship of church resources.
- Support and uphold the mission, values, and policies of the church.
- Maintain confidentiality in all financial, personnel, and church matters.
- Foster positive working relationships with staff, volunteers, church members, and community partners.

The Church Business Manager performs other duties as assigned to support the ministry and operational needs of the church.