

Business Manager
First United Methodist Church, Huntsville, Texas

Revised 07/31/18

Overview: FUMC Huntsville is seeking a full time Business Manager who will be responsible for completing routine functions required to maintain the day to day operation of the church. In order to assist the Business Manager in his/her efforts, a list of important tasks is provided.

Requirements: BA Degree in Accounting or similar field. Minimum five years experience in financial management and accounting skills. Demonstrated experience with automated accounting systems. Experience in the use of computer programs for accounting, word processing, database, budget and payroll.

Schedule - This is a full-time position, a minimum of forty (40) hours per week. Business hours are 8:30-5:30 PM with an hour lunch break from 12:30-1:30 PM.

Supervision - The Business Manager reports the Senior Pastor and will relate fully to the rest of the staff, Finance Committee, Trustees Committee, the Church Council and Staff Parish Relations Committee (SPRC). The Senior Pastor and SPRC will be responsible for evaluating the job performance.

Salary: The position of Business Manager is a full-time salaried staff position designated in the FUMC Huntsville operating budgets. The Staff Parish Relations Committee recommends all salaries for church employees to the Church. Salary commensurate with experience. Health and retirement benefits.

General List of Tasks to Be Performed By The Business Manager:

I. Financial Responsibilities

A. Weekly

1. Along with church approved counters, count Sunday offerings and make deposits
2. Post all income and expense to computer.

3. Post deposits and checks to checkbook register and balance with computer.

B. Monthly

1. Reconcile bank statements
2. Meet with Finance Committee each month; maintain minutes of meeting, prepare agenda and financial reports for meeting.
3. Meet with Trustees each month; maintain minutes of meeting, prepare agenda and financial reports for meeting.

C. Contributions

1. Post weekly contributions and special offerings to member records in computer.
2. Print contribution statements and mail to members quarterly.
3. Prepare memorial forms and acknowledge memorials with the help of Membership Secretary
4. Track all offerings with reports to classes and work areas

D. Payroll

1. Prepare payroll, print and distribute checks and payroll reports, including all payroll reports, quarterly reports and annually print and distribute W-2s and 1099s.
2. Maintain record keeping for employees and pastors' health and pension benefits.

E. Purchasing

1. Order office supplies, custodial supplies and hospitality coffee bar supplies
2. Match invoices and pay all bills.

F. Computer Hardware Coordinator

G. Budget

1. Assist in the budgeting process

2. Post new pledges to computer
3. Assist trustees with insurance and audits, prepare financial reports and minutes

H. Reporting

1. Prepare financial and property records for Annual Charge Conference
2. Prepare Annual Report at year-end

II. Oversee Facilities and Custodial Services

- A. Relay messages to custodians about functions and needs at church.
- B. Coordinate with facilities staff and calendaring administrative assistant for set-up and break-down of rooms.

III. Keep Maintenance on Buildings, Equipment, Church Yard and Vehicles

- A. Call for maintenance/repairs and work with Trustees Chairperson on problems that arise
- B. Coordinate "Tuesday Group" volunteers with light maintenance work.

IV. Helping Hand Fund

- A. Work with individuals seeing financial assistance

V. Miscellaneous Duties and Responsibilities

- A. Work with the Membership Assistant and Volunteers Coordinator and Administrative Assistant in such areas as answering the phone and provision of secretarial support to the program staff.
- B. Other duties as assigned.

Job Description Review: This job description shall be reviewed by the Staff Parish Relations Committee annually or at request of the Senior Pastor, Finance Committee Chairperson, Trustees Committee Chairperson, Business Manager or Church Council. Proposed or required changes in this job description shall be revised and submitted by the SPRC to the Church Council for final approval.