

RED MOUNTAIN UNITED METHODIST CHURCH JOB DESCRIPTIONS  
BUSINESS MANAGER

Position Title: **Business Manager**

Position Reports to: **Senior Pastor**

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**Role and Responsibilities:**

- Works with the Pastoral Staff, Administrative Assistant and Finance Committee in the overall conduct of the church office and financial records of the church.
- Maintains accurate financial and other official records for the church except official records that are the responsibility of the Corporation and Trustees.
- Prepares and maintains church documents and records electronic and paper files of finance and accounting status of the church.
- Prepares any required federal or state filings.

**Duties and Tasks:**

Financial:

- Maintains appropriate and accurate financial accounting records, such as but not limited to: processing and computer entry of accounts payable and receivable, payroll, general ledger, monthly income statement and balance sheet, tax reporting and bank reconciliation and reports results to the Finance Committee.
- Attends Finance Committee meetings as a permanent member.
- Maintains a working relationship and monitors all church accounts and transactions with the financial institutions associated with the church.
- Initiates, maintains and reconciles electronic giving and payment programs.
- Initiates monetary transfers as requested and assures that bank transfers are applied properly to appropriate individual accounts.

Preschool:

- Collects, records and deposits all tuition and registration fees into the accounting system, providing required information to the Preschool Director.
- Ensures payroll and expenses are paid in a timely manner and all taxes are withheld and reported.
- Prepares monthly income statements and balance sheets for presentation to the Preschool Director and Preschool Committee.

General:

- Orders equipment and supplies for day-to-day maintenance of church property.
- Helps coordinate training of finance volunteers.
- Performs other duties as assigned.

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**Qualifications and Skills:**

- Possess and demonstrate skill to navigate and utilize accounting system software and data base management software including "Quickbooks" to produce financial reports.
- Possess and demonstrate a working knowledge of general office equipment, computers and word processing skills including "Microsoft Office Suite".
- Possess and demonstrate the ability to navigate financial institutional websites.
- Possess and demonstrate administrative and organizational skills.
- Possess strong interpersonal skills and ability to work with others.
- Proven communication skills and ability to make recommendations to the Staff, Finance and Staff Pastoral Relations Committees on improvements in accounting, financial, record keeping and office operations.

**Education and Training:**

Preferred

- Bachelor degree in applicable field.

**Work Experience:**

Preferred

- Two years administrative or office experience in a business or church environment.

**Background and Certification:**

- Must pass annual background investigation including a credit check.