



Business Manager

Purpose Statement

The purpose of the United Methodist Church of Whitefish Bay is to grow persons as deeply committed followers of Jesus Christ who Love God, Care for each other, and Serve in the world.

Hours of Work:	Full Time
FLSA Status:	Exempt
Team Leader:	Lead Pastor
Supervisory Responsibilities:	Volunteer positions involving cash management; Church Treasurers

Position Summary

Wherever Church finances or cash management is concerned, the Business Manager is involved. Job duties for this position include managing the Church's accounts; supervising employees and volunteers that handle Church money; creating and delivering financial reports; and other assigned duties relating to Church finances.

Responsibilities

- Cash Management and Growth
 - Determines, on a continuing basis, how to adapt the Church's fund-raising procedures to encourage consistent contributions to the Church
 - Works with congregation members to develop budgets for their contributions to the Church
 - Researches and implements strategies for the growth of online giving systems
 - Develops cash handling policies and procedures, including cash deposit, purchase order and payroll change procedures
 - Serves as the Church's liaison to banks regarding loans, cash controls, and other banking services
 - Analyzes the Church's cash flow and oversees cash controls
 - Oversees stock transfers and contribution processing
- Ensures timely and accurate depositing of cash receipts, including fees for church events and regular church programs, such as Wednesday Night Faith, Food and Fellowship and Carpenter's Shop Daycare/ Tree of Life Preschool payroll reimbursements
 - Leads Church audit and annual worker's compensation audit
- Supervisory Responsibilities
 - Supervises other employees and volunteers who handle and disburse Church funds
 - Recruits and trains new volunteers who handle and disburse Church funds

- General Ledger
 - Maintains the General Ledger which includes the following areas of responsibility
 - Account Maintenance
 - Fund Accounting
 - Computer database knowledge
 - Back up/updating to Shelby Systems
- Financial Reporting
 - Delivers periodic financial reports to several groups within the Church, including monthly reports to the Finance Committee and other staff/committees as needed
 - Delivers periodic financial reports to several groups outside the Church, including monthly conference apportionment reports; and pastoral support reports
- Employee Payroll and Benefits Administration
 - Oversees payroll processing
 - Oversees quarterly 941 reporting and annual W-2 1099 reporting
 - Oversees tax withholding and processing of other deductions allowed by law
 - Administers employee benefit plans, including cafeteria plans, health insurance plans and pension plans
 - Maintains individual benefit enrollment/payroll files
- Property and Liability Coverage
 - Serves as liaison for trustees and insurance agency
 - Analyzes insurance premiums and arranges for payment of premiums
 - Reports insurance claims (Worker's compensation, theft, auto, etc.)
 - Invoices Carpenter's Shop for relevant variable insurance charges
- Participates in all staff meetings
- Participates in other committee meetings as requested by the Lead Pastor

Physical Requirements

The Business Manager is regularly required to stand, sit, walk, stoop, kneel and use stairs or elevators. The Business Manager must also be able to clearly communicate with other church staff, volunteers, and church members. This position involves regular lifting of objects weighing up to 20 pounds and occasional lifting of a 40-pound coin bag.

Qualifications/Education Desired

- Strong financial skills, including the ability to manage cash and to work with budgets and financial statements
- Strong organizational skills
- Ability to deal with interruptions
- Ability to work with members of the congregation
- Leadership and supervisory skills
- Initiative
- Strong interpersonal and relational skills
- Strong communication skills

Spiritual Gifts Desired

Administration, Leadership, and Patience