

# **Berean Baptist Church**

## **Business and Finance Manager**

### Job Description

### **General Description**

The Business and Finance Manager ensures that church financial records are up to date, timely, and accurate. The Business and Finance Manager works with church staff to communicate status of budgeted expenditures, budget requests, and expenditure approvals according to Church policy. This role includes supervising other finance team members and working to write, establish and implement finance policies and procedures. The business office manages confidential information so this individual must respect privacy and confidences of church staff, church members and others working with a need to know about financial information. This full-time position reports to the Managing Director of Church Operations and is a member of the Finance Ministries Team.

### **Qualifications**

#### Faith-Based

- Personal relationship with Jesus Christ
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church statement of faith

#### Professional

- Show diligence in accuracy and punctuality in the meeting of deadlines
- 6-8 years accounting experience or degree in accounting, business administration, or finance
- 3-5 years of relevant experience in a non-profit setting with strong knowledge of accounting for non-profit organizations with an excellent grasp of non-profit accounting software strongly preferred
- Proven background in developing cash flow projections
- Proven abilities in bookkeeping, accounting, finance, and administration
- Ability to manage multiple projects and timelines
- Excellent communication skills, both oral and written
- Experience in supervising and developing staff members including leadership skills
- Willingness to work a flexible schedule to accommodate varying workloads
- Customer / Client focused ability to communicate proficiently
- Proficiency with MS Office including Excel, Word, and Outlook
- Proficiency with Non-Profit Accounting Software (IntAcct knowledge preferred)
- Knowledge of payroll reporting requirements

### **Responsibilities**

- Maintains and ensures that financial records including contributions and gifts, cash disbursements, accounts payable, payroll and benefits payments, financial reports on activities, budgets, and donor restricted contributions and disbursements are accurate and properly recorded.

- Ensure financial integrity for all financial records.
- Prepare monthly, quarterly, and annual financial reports in a format that meets standard accounting practices and requests from the Elder Board and Executive Committee.
- Coordinate fund raising requests with the Finance Committee and church policy.
- Reconcile bank statements to financial records monthly.
- Oversee donor and board restricted funds, coordinating with Program Staff on expenditures and fund balance forecasting.
- Ensure accurate records of donor specific gifts and ensure that disbursements are appropriate to donor expectations and that reporting is accurate and timely.
- Meet at least quarterly with the Elders Finance Committee to report on financial activities, status, and forecasts.
- Maintain confidentiality of the information learned and used.
- Interface with financial institutions such as banks, retirement/benefit fund administrators, public accounting and audits firms, and payroll service.
- Provide input and information required for formal presentations to the Church Body at quarterly and/or annual business meetings as requested.
- Oversee the maintaining and filing of financial records.
- Maintain relationships with government agencies only as it relates to the administration of the church.
- Review and maintain copies of all church contracts and financial agreements.
- Direct annual Financial Review with CPA firm ensuring compliance with accounting standards and regulations, as well as financial reporting and analysis. This may include support for reviews, procedure and policy review and audits.
- Lead budget development, working with Finance Committee and Executive Team to assess needs and priorities, and forecast financial position. Implement budget throughout ministry teams.
- Supervise the work of the finance department, with direct supervision of staff.
- Attend and participate in Operational Team meetings and Staff training and development as required.
- Responsible for General Ledger Management and direct oversight of all accounting functions, including Accounts Payable, Accounts Receivable, and Cash Management.