

# Business Manager

4/7/22

City Church Ministries has a variety of sub-organizations, including City Church, Campus for Kids Learning Center, Abundant Life Christian School, and 97x FM. The goal of City Church is to serve our staff and families well in the Lord and to perform all of our duties with excellence, joy, and with a spirit of service, to our Lord first and also to those we are supporting.

The City Church Business Office Team oversees and operates the financial, accounting, and human resources areas for City Church Ministries. This is an important, behind the scenes team where we joyfully serve and come alongside each ministry to enable them to function effectively.

## **Vision:**

The vision of the Business Manager is to provide oversight, and management of the business office functions and to support and lead the team. This role also supports and collaborates with leadership on business decisions and projects.

**Accountable to:** Business Administrator

## **Duties and Primary Responsibilities:**

- Lead and support the business office team in legal, HR and finance
- Attend and facilitate weekly meetings as needed including follow up on action items
- Research and investigate various data and legal guidance as needed
- Manage data for church key performance measures (KPMs) and routinely update for review
- Draft financial, statistical and/or other reports as needed
- Establish procedures that implement operational and/or fiscal policies and review and update existing
- Assist with Accounting Dept AP/AR as needed including review and approve payroll
- General daily business functions and other duties as needed

## **Education/Experience:**

- Degree in Business or related field
- 5+ years of business office and management experience
- Legal, HR and Accounting experience a plus
- Experience within the ministry or non-profit environment
- Strategic thinker who can build new systems and processes and manage existing ones
- Strong proficiency with Google and Microsoft Office platforms including email, scheduling platforms, creating presentations and able and willing to learn other applications as needed
- Strong attention to detail and has organizational skills to efficiently and effectively plan and implement
- Excellent time management skills with the capacity to prioritize by assessing situations to determine urgency and ability to make clear, timely decisions
- Able to develop a work schedule, set goals, create / implement actions plan and monitor progress towards goals
- Strong work ethic, self-motivated but able to take directives with commitment to excellence

## **Interpersonal Skills:**

- Possess steady, positive attitude and be people-oriented
- Cooperatively and effectively work with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness
- Able to maintain good working relationships and use good judgment in recognizing scope of authority
- Able to collaborate, lead and direct with various levels of leadership
- Able to handle difficult conversations and situations
- Possess high level of written and verbal communication skills