

## ***Business Manager Job Description***

Kirk of the Hills Presbyterian Church St. Louis, MO.

**POSITION PURPOSE:** The Business Office Manager is responsible for implementing the vision of the Kirk of the Hills Presbyterian Church through the business office, working as an integral part of a multi-staff team in carrying out the church's mission. The manager supervises the Business Office Accountant and coordinates with outside vendor resources to ensure the accounting integrity of the church, administer payroll & human resource benefits, ensure compliance with relevant laws, and participates in the course of daily interactions with vendors, volunteers, staff, church officers and members, and by providing business operational support for the other Kirk ministries such as Kirk Day School and Promise Christian Academy.

**DIRECT REPORT:** Executive Administrator and Head of Staff

**OVERSIGHT:** Business Office Staff, external vendors.

### **POSITION OUTCOMES/EXPECTATIONS:**

A) Management.

- 1) Propose, gain approval of and implement policies and procedures to govern accounting and human resource functions.
- 2) Supervise, train, and direct Business Office staff and others as needed.

B) Budgets

- 1) Facilitate all entities and departments as they prepare and follow annual ministry resource plans.

C) Controller.

- 1) Guide and execute accounting activities including general ledger, accounts payable, cash management, contribution collections and receipts, non-cash gift transactions, bank reconciliation, inter-company and inter departmental charges, loans, and internal controls. Coordinate external audit activity.

D) Financial reporting

- 1) Coordinate, oversee, and present periodic financial statements and other fiscal information to officers, ministers, committees, board members, and staff of all organization entities.

E) Financial compliance

- 1) Maintain and direct preparation of all government reports and tax returns in a timely manner in accordance with GAAP and FASB standards.

F) Human resource administration

- 1) Oversee management and accuracy of personnel operations for about 150 full and part-time employees; supervise payroll processing, ensure tax reporting and workers compensation compliance.
- 2) Administer benefits including medical, dental, life and disability insurance, long term care, 403b tax-sheltered accounts, Flexible Spending Accounts, and continuation coverage.
- 3) Calculate ministerial self-employment compensation allowances; maintain and keep current personnel files.

G) Systems

- 1) Coordinate and ensure effective financial data processing via use of church management systems.

H) Relationships

- 1) Reports to the Executive Administrator and Head of Staff.
- 2) Foster God-honoring relationships with employees, peers, congregational members, officers, and vendors while working to inform, resolve conflicts, and deal with communication and sensitive issues.
- 3) Supervise business office employees.

I) Handle any additional roles and projects as opportunity and organizational needs dictate.

**QUALIFICATIONS AND REQUIREMENTS:**

A) Education

- 1) Bachelor's degree in accounting or related field is required.

B) Experience

- 1) 5+ years of relevant experience is preferred.
- 2) Solid background/experience in accounting/finance.
- 3) Knowledge of stock brokerage procedures, plus experience in procurement and vendor contracts is helpful.
- 4) CPA designation helpful.

C) Skills and Abilities

- 1) Familiar with GAAP and all related functions including accounts payable, receivables, bank reconciliation, general ledger, audit procedures, and month-end/year-end closing.
- 2) Practical understanding of Fund/Not-For-Profit accounting.
- 3) Familiarity with payroll and benefits administration, including workers compensation compliance, continuation coverage, and other reporting requirements.
- 4) Knowledge of procedures and reporting to ensure compliance with federal, state, and local employment laws.
- 5) Demonstrated problem-solving and analytical skills.
- 6) Ability to balance workload / priorities to meet frequent time sensitive deliverables and organization needs, as well as support longer-term, strategically oriented projects and process improvement efforts.
- 7) Maintain discretion and confidentiality in tactfully handling sensitive information.
- 8) Ability to convey complex information in clear and concise written & oral form.
- 9) Demonstrated ability to encourage, coach, delegate to, and develop a diverse staff.
- 10) Proven servant leadership, communication, interpersonal, and conflict resolution skills.
- 11) Ability to operate as a team member and to work respectfully with all superiors and subordinates.
- 12) Able to extend work beyond office hours for 2-4 meetings per month.
- 13) Proficient in MS Excel and Word.
- 14) Proven ability to learn business software applications and church management systems.

All of the above duties and responsibilities are desired job functions for which reasonable accommodation will be made. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**For resume' submission or questions, please send an email to [applications@thekirk.org](mailto:applications@thekirk.org)**