

**Job Title: Director, Business Operations****Reports To: Session****Position Status: Full-Time/Salary****Purpose:**

*The Director of Business Operations oversees and directs all business operations of the church and preschool so that the pastoral team can focus on teaching, counselling, preaching, and guiding the ministerial team to achieve agreed upon goals.*

**Job Responsibilities and Duties:**

1. This position will serve at the will of Session and as such will be subject to direction and discretion of Session.
2. This position will be responsible for summarizing the monthly, quarterly, and annual reports into a business update that will be provided to Session and the Administrative Committee monthly.
3. In addition, this position will share a leadership role with the President of Kirk Crossing, Inc. in overseeing and guiding the activities of the Administrative Committee.
4. This position will serve as the primary contact between Kirk Crossing and Parable and will ensure policy and procedure items relating to payroll processing, accounts payable and receivable, and credit card operations are aligned with Parable procedures.
5. Also, the business manager should be versed in and utilize the software that is currently being used by the church and preschool staff such as Gusto, BILL, and Planning Center – Giving, People and Headcounts.
6. In addition, this position is responsible for overseeing all activities relating to the maintenance and improvement of the church and preschool facility and grounds and developing the capital budget for both the church and preschool grounds and facilities.
7. The Business Manager will initiate and guide sub-committees of the Administrative Committee in evaluating and proposing to Session and/or the Administrative Committee insurance coverage for the facility and staff benefits.
8. This position will be responsible for the initial evaluation of facility utilization requests.
9. This position will directly oversee all preschool operations and coordinate with the preschool deacon, preschool advisory council, and members of the Administrative Committee focused on the preschool, any and all program or process changes for the preschool.
10. In addition, this position will directly oversee all accounting and banking practices and will coordinate with the Administrative Committee and Session any changes in processes and will ensure the business staff is carrying out the practices set forth by the Administrative Committee and approved by Session.
11. The Business Manager will be responsible for coaching, developing and evaluating all direct reports (Preschool Director, Business Administrative Assistant and Custodian) and will refer all disciplinary issues to Session, currently serving as the Personnel Committee.
12. In addition, this position will be responsible for updating the Preschool Operations Manual and the Church Policy and Procedures Manual.
13. The Director of Business Operations will be responsible for daily monitoring of all bank and investment accounts to ensure our underlying cash flow processes supporting receivables and payables are functioning properly and there are adequate funds available in the operating account to meet our expenses.

**Other Responsibilities:**

1. Perform other duties as assigned by Session.
2. Honor God and Kirk Crossing with a servant's heart lived out in your job, ministry, and lifestyle.
3. Adhere to the Kirk Crossing Policy and Procedures Manual.

## **Job Skills and Requirements**

- This position requires a minimum of 5 years' recent experience overseeing the business operations of any non-profit or for-profit organization.
- Working knowledge of Word, Excel, PowerPoint, is necessary and knowledge of Gusto, BILL (Divvy) and Church Center/Giving is a plus.
- The individual in this position will be a self-starter and able to provide direction and coaching to the staff in general, and especially to the direct reports assigned to the position.
- This person should have a customer service orientation and be able to apply interpersonal skills when dealing with the church staff and congregation.
- A college degree is strongly preferred.

## **Evaluation and Compensation**

The Director of Business Operations will spend a minimum of 40 hours per week in the building in the execution of his/her duties and will be available to the staff on an as-needed basis beyond 40 hours per week, if necessary.

I have read and received a copy of my job description. I understand this will override anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the President of Kirk Crossing or the Senior Pastor.

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Employee Signature

Date