

JOB DESCRIPTION: BUSINESS MANAGER

Reports To

Elders

Lead Minister

Position Summary:

The Business Manager will provide oversight and proper record keeping for all financial, business and human resources related matters of Fern Creek Christian Church.

Responsibilities:

- Manage all accounts receivables including: input of weekly tithes and offerings into Aplos, record online donations, and make bank deposits ensuring accurate crediting and accounting.
- Manage, process and oversee payment of church expenses which includes recording all account payables including the payment of staff submitted monthly expense reports.
- Process employee payroll and oversee employee benefits and withholdings.
- Work with staff to develop the annual church budget for Elder approval.
- Approve and track staff holidays, vacation and other time off.
- Maintain individual staff benefits, meet annually for review and provide each December a written Benefit Summary which details individual staff benefits for the coming year.
- Maintain and update Staff Guidelines.
- Oversee onboarding for new hires including church credit card enrollment.
- Keep all church insurance and investment accounts in good standing and up to date.
- Prepare quarterly and annual giving statements.
- Maintain confidentiality of all employee records and giving statements.
- Prepare monthly and annual financial reports to staff and Elders.
- Commit to and sign the Values Covenant located in the Church Office.
- Team lead for office manager and facility manager.

Experience and education preferred:

- Bachelor's degree
- Certified Public Accountant or 5 years bookkeeping experience
- Active member for a minimum of 12 months in an evangelical church.

Deadline to apply is June 4, 2023. To apply, please email your resume to office@ferncreekcc.org.