

FIRST CHURCH of CHRIST in NEW HAVEN
CENTER CHURCH on the GREEN
BUSINESS MANAGER

POSITION SUMMARY

The Business Manager is responsible for all financial management and business operations of the Church. Working closely with the Minister and the Treasurer, the Business Manager performs or has oversight for all financial operations, including accounting, budgeting, investment accounts, auditing, reporting and control, cash flow management, forecasting, short and long-term financial planning, insurance and risk management, facilities maintenance. The business manager communicates regularly with the Treasurer to ensure organizational goals are achieved while financial operations are performed with the highest level of accuracy and integrity.

REPORTS TO Senior Minister

DIRECT REPORTS Sexton

PART-TIME 25 hours per week

SALARY & BENEFITS \$38-45/hour, including paid holidays, vacation and medical leave in accordance with Employee Handbook

PRIMARY JOB RESPONSIBILITIES

- Develop annual budget for approval by the Church Council
- Prepare monthly Treasurer's report, including bank and investment account reconciliation
- Manage accounts payable and receivable: prepare checks and supporting documentation for review and signature by the Treasurer on a bi-weekly or weekly basis; oversee deposit of weekly collection and other receipts while maintaining internal controls
- Complete annual giving reports for members and other donors
- Administer payroll and benefits, complying with state and federal HR requirements; facilitate onboarding of new employees
- Oversee ordering of supplies, ensuring adequate inventories are maintained according to the budget
- Assess building conditions and make recommendations for existing or proposed projects to the Council after researching and obtaining competitive bids
- Manage outside vendors including equipment procurement, insurers, and service providers (e.g. tech support, landscaping and snow removal, indoor cleaning, exterminator, security, building maintenance). Coordinate contractors' work with the Church schedule; monitor progress and approve payment
- Plan for financial aspects of long-term facilities requirements and make recommendations for deferred maintenance and future building needs
- Approve facilities use agreements and contracts; support Administrative Assistant in their preparation and implementation

- Meet quarterly with the Investment Committee
- Lead the audit process with external auditors, ensuring compliance with all GAAP accounting procedures and providing all necessary documentation.
- Perform additional duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Proficiency with Zoom, Microsoft Office Suite, QuickBooks and other financial management, payroll software and systems
- Extensive knowledge of business management procedures, insurance, and taxes
- Keen analytical and problem-solving skills that support sound, strategic and tactical decision making; resourceful in setting priorities and guiding financial and operational decisions
- Ability to develop and implement policies and procedures, focusing on accuracy, efficiency, and accountability
- Effective working independently and as part of a team
- Excellent communication skills – verbal, written, and interpersonal
- Ability to maintain a professional demeanor and positive attitude

EXPERIENCE & QUALIFICATIONS

- Bachelor's degree in business administration, accounting, or a related field. Experience in lieu of a degree will be considered.
- Minimum of 3 to 5 years of related experience in a substantially similar role
- Non-profit financial management experience preferred but not required
- Strong accounting/math skills, experience with financial forecasting/budgeting
- Enthusiastic and dedicated, with a positive attitude and a commitment to serving the church and local community
- Ability to speak in support of the church's mission
- Proven ability to work with diverse populations and to successfully handle the tasks and demands of such a role
- Able to be bonded and successfully pass all required background checks, including credit and criminal history checks

PHYSICAL REQUIREMENTS

- In-person attendance at regularly scheduled hours
- Lifting up to 20 lbs.
- Climb stairs
- Standing
- Sitting
- Reaching
- Walking
- Bending
- Repetitive Motion

For more information or to apply, contact Rev. Ashley Cleere: pastor@ccotg.org.

Center Church on the Green provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.