

POSITION DESCRIPTION

POSITION TITLE:	Business Manager	PREPARED BY:	Personnel Committee
MANAGER TITLE:	Head of Staff / Sr. Pastor	DATE OF PREPARATION:	Revised 4/2018

POSITION SUMMARY

The Business Manager is responsible for directing, providing leadership and guidance to staff (Financial Assistant, Sexton and Office/Program personnel) as well as committees (Budget and Finance, Building and Grounds, and Personnel).

ESSENTIAL POSITION RESPONSIBILITIES

- **Human Resources:** Benefits administration; employee reviews; new hire procedures; Employee Handbook. Identify and remove, reduce or insure for all risks and insurance matters (coverage and claims); with SHEEP Director, ensure Safe Sanctuary policy is updated and being followed.
- **Accounting & Finances:** Oversee bookkeeping, investing, payroll, payables/receivables, monthly financial statements, government reports, committee annual budgets, annual stewardship projection of future income, trend(s) analysis to Session at monthly meetings, and daily fiduciary oversight for Facilities operating budget.
- **Facilities, Security, & Equipment:**
 - Facility Use Agreements; Facilities Policy and Procedures Manual; scheduling, maintenance, and usage of the facilities, security technology, equipment, processes, and the door locking / access issue logs for facilities; people and physical assets protection, including termination / collection of keys and daily facility security / lock-up; and overall appearance of all facilities.
 - Maintenance and upkeep / life-cycles of properties, buildings, grounds, and equipment including the two off-campus houses; coordinate construction work; and, develop a plan with Building & Grounds Committee for proposed capital expenditure items, including estimated costs of these items, in order to advise Budget & Finance Committee of needed funding.
 - Supervise the Sexton and Housekeeping and provide leadership to support staff; monitor all health department and other regulatory agency compliance with required cleaning, sanitary mandates, and regulatory requirements.
 - Develop and maintain Safety/Security Policy and Procedures Manual; ensure all physical assets facilities, grounds, vehicles, and real property are protected/maintained in optimum working order; coordinate with State and Local officials to ensure structures, contents, repairs, permits, and facility modifications meet or exceed all building and fire code requirements.
 - Oversee routine maintenance, safe operation, and scheduling of all church vehicles.
 - Solicit bids for equipment and services and review contracts periodically to ensure competitive pricing remains in place; manage all work performed by vendors and related contracts for maintenance, food service, and housekeeping services.
 - Ensure that all SHPC events are properly planned and executed; monitor community events for impact on SHPC; and optimize facility usage.
- Other duties as assigned

POSITION SPECIFICATIONS

Minimum Education: 2-year degree in Accounting, Finance, or Related Degree Required. 4-year Degree Preferred.

Minimum Knowledge:

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- Demonstrated leadership, communication, and organizational skills. Excellent verbal and written communication skills, with the ability to lead and direct effective meetings.
- Mature leader who exemplifies the teachings of Jesus Christ in all words, deeds, and actions. Must set the example for others by exhibiting joy, humility, and a servant’s heart and exhibit ethical conduct.
- Must be a team leader, manager, and coach who is able to work with, influence, and motivate diverse groups of people in order to achieve objectives.
- Must be action oriented, proactive, and possess the ability to maintain composure and sound judgement while making mature decisions under stress, pressure, and tight deadlines.
- Must maintain the highest degree of confidentiality of employee and church information.
- Proficiency in various computer software programs including: Microsoft Office (Excel, Word, Outlook), database management and other church business applications.
- Ability to work independently with little or no supervision.
- Maintain equipment and supplies to avoid waste or damage and to prevent accidents.
- Report all hours worked accurately and honestly.

Minimum Experience:

- Minimum of 3-5 years of business management in a church setting similar in size and complexity, or a safety, logistics, facility, and / or property management role.
- Prefer: Extensive knowledge and experience in Operations Management, Facilities Management, Project Management, Maintenance, Safety and Security, and Logistics.
- Desired: Professional Certifications, Training and Continuing Education – The Association for Operations Management (APICS), International Facility Management Association (IFMA), and Project Management Institute (PMI).

PHYSICAL REQUIREMENTS

Must be able to navigate throughout the building, hear and communicate well. Must have good eye-hand coordination and finger movement for use in computer software programs. Must be able to lift approximately 20 pound boxes holding supplies, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be on call for facilities, security, or weather emergencies, and other unplanned events.

Notice: The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification to accomplish church-wide, pastoral, and individual goals/objectives. It covers the essential duties, responsibilities, and activities involved in the effective execution of this position. It is not designed to contain/be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of an employee in this position. Duties, responsibilities, and activities may change with or without notice.

SIGNATURES

EMPLOYEE SIGNATURE

PRINTED NAME

DATE

MANAGER SIGNATURE

PRINTED NAME

DATE