

**Business Manager**  
**All Saints Anglican Church**  
Detailed Job Description  
November 2022

**Description of Job:**

The Business Manager manages the financial issues of the church. The Business designs, implements, and maintains internal controls relevant to financial matters. The Business Manager implements decisions approved by the Vestry.

**Hours:**

Part-time, 25 hours per week.

**Pay:**

Salaried, \$23,400 – 31,200/year, negotiable, depending on qualifications/experience  
Paid vacation and time off, negotiable

**Responsible to:**

The Rector, Treasurer, and Vestry

**Qualifications/Skills:**

**Education:** High school diploma required; B.S./B.A. degree in accounting, finance and/or business from an accredited university preferred.

**Experience:** Minimum 3 years required, 5 – 10 years preferred. Experience working for a church highly preferred. Work experience with parachurch and/or non-profit organization acceptable.

**Skills:** Excellent oral and written communication skills. Highly capable with computers and computer systems. Knowledgeable with various accounting and church software, preferably ParishSoft and Simple Church, and proven ability to learn new software quickly. Ability to work well with Rector, Vestry, other clergy, church staff, church members and the public. Working knowledge and understanding of the laws related to personnel policies and procedures.

**Character traits:** Honest, highly organized, attested attention to accuracy and detail, dependable, responsive, friendly, even-tempered, adaptable. Understands and agrees to support the mission and vision of All Saints Anglican Church.

**Confidentiality:** Strict maintenance of confidentiality of all personal financial information related to the Rector, other clergy, staff, church members and the church as a whole.

**Itemized Responsibilities:**

- Maintain accounting records for all income and expenses. Provide financial reports for employees and vestry meetings.
- Proactively monitor for and alert Rector, Treasurer and Vestry of significant financial developments and perceived financial risks to All Saints Anglican Church in a timely, actionable fashion.
- Record daily financial transactions into appropriate accounts in the Parish software and Simple Church

- Supervise the Monday morning deposit team volunteers.
- Deposit funds at the bank. Open and close church bank accounts as needed with oversight. Maintain bank and investment accounts.
- Process all payables and receivables in a timely manner. Prepare and process checks for payment with authorize signatures.
- Attend weekly staff meetings and other related administrative meetings with the Rector and/or Treasurer of the Vestry
- Review and balance and reconcile all bank accounts monthly.
- Compile accurate monthly Financial Reports for the Rector of All Saints, Church Treasurer and Vestry members to review and approve.
- Attend monthly Vestry meetings to review and discuss Financial Reports.
- Compile and review accurate Financial Reports for The Table (a mission of All Saints). Report financials to the Vicar of The Table and to the Vestry at the Vestry monthly meeting.
- Assemble and track annual church pledges, maintaining confidentiality of individual amounts pledged.
- Record contributions and send out giving statements twice a year.
- Recognize and account for expenses and year-over-year increases in costs and expenses of All Saints and The Table and their activities. Highlight changes to the Rector, Treasurer and Vestry.
- Serve on Finance Committee and Investment Committee. Track and report on investments and endowment as detailed in foundational documents.
- Serve on other committees as assigned.
- Working with the Finance Committee and Treasurer of the Vestry, prepare a yearly budget for the approval of the Vestry. Report any issues and variances regarding the budget to the Vestry and Rector.
- Prepare and work with approved CPA firm on creation of annual financial reviews and periodic full audits.
- Maintain property depreciation schedules.
- Manage church property insurance. Get bids for insurance annually. Every three years get detailed bids from three separate insurance companies.
- Understand and administrate all personnel responsibilities of the Business Manager detailed in the "Personnel Policies and Procedures Manual," including but not limited to:
  - Communicate with all employees and church members on budget-related items and needs.
  - Process paperwork for new employees.
  - Collect time sheets for employees and process payroll.
  - Maintain staff and clergy benefits: retirement, health insurance, and other insurance benefits, clergy housing allowance, phone reimbursement, etc.
- Maintain church leases, state and federal licenses and filings.
- Understand and adhere to the laws regarding 501(c) organizations.
- Follow applicable United States generally accepted accounting principles ("GAAP") for churches and 501(c) organizations.