

Job Description: Business Manager

St. Francis Episcopal Church Potomac, MD

Reports to: Rector
Status: Part Time (hourly)
FLSA: Non-Exempt

Job Summary

The Business Manager oversees the financial system of St. Francis Church, ensuring that all accounts are managed with accuracy and providing regular and effective reports about the parish's financial situation.

Essential Functions:

- Manage the chart of accounts: overseeing and recording all deposits, contributions and expenditures, managing cash flow and reconciling accounts
- Work to ensure that parish financial procedures are conducted in accordance with the Episcopal Church's Manual of Business Affairs, facilitating the annual audit and implementing any procedures recommended by regular audits
- Communicate with vendors about financial matters associated with their work; Prepare and issue 1099's to appropriate contractors; submit 1096 to IRS
- Prepare monthly financial reports for vestry meetings and year end reports for the church's Annual report and the financial section of the Parochial Report in consultation with the treasurer and finance committee
- Provide financial information and technical support to parish groups, especially the finance and stewardship committees.
- Work with the parish administrator to provide appropriate acknowledgement of gifts to St. Francis Church.
- Manage payroll and maintain personnel files

Other Responsibilities

- Participate in staff meetings
- Participate in Finance Committee meetings

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Self-Development:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.