

BUSINESS MANAGER

KSC Ministries Job Description

April 9, 2019

updated 4/09/2019

PURPOSE:

Direct the daily business, personnel, financial, and administrative functions of King Street Church and supervise the efforts of the Receptionist, Financial Assistant, Coordinator of Volunteers, and various other administrative staff in support of the vision of the Church.

DUTIES / RESPONSIBILITIES:

- Coordinate the Office work schedules.
- Negotiate and maintain relationships with vendors and contractors.
- Document maintenance and improvement project costs.
- Oversee the approval, scheduling and arrangements of the use of all facilities.
- Attend staff meetings and offer support for Ministry Staff.
- Provide support and leadership as required for Church Co-missions.
- Review invoices to verify expenditures and receipt of materials.
- Coordinate, update, and maintain Church policy / procedures.
- Maintain the church employee handbook with Personnel Relations Co-mission input and support.
- Oversee all human resource areas including but not limited to benefits, payroll.
- Lead, guide and direct annual budget setting process in partnership with Finance Co-mission with department supervisors.
- Review budget performance goals with department supervisors.
- Review Board of Administration minutes for accuracy and oversee distribution to Board members.
- Summarize Board of Administration minutes to insertion into church newsletter. (Messenger)
- Serve as advisor to the Board of Administration, Compensation Committee, Strategic Property Acquisition Team, Student Grant Committee, Property and Finance Co-missions as well as other committees and leadership groups as required.
- Provide support through other task and responsibilities as required.
- Provide administrative reports at Board of Administration meetings as required.

QUALIFICATIONS:

- A strong and growing relationship with Jesus Christ as Savior and Lord
- A minimum of five years' experience in the fields of both financial and personnel management
- Previous direct management experience

- A minimum of a bachelor's degree in Accounting, Finance, Business Administration, Management, Human Resources or a related field OR a minimum of eight years of successful leadership in a business or non-profit organization
- Demonstrated leadership, communication, and planning skills
- Ability to maintain a high level of confidentiality
- Ability to manage conflict, set and meet deadlines, and prioritize multiple demands
- Excellent verbal and written communication skills
- Excellent technical and computer acumen
- Working knowledge of accounting software and principles
- Strong skills in Microsoft Office products
- In agreement with and will adhere to the Governing Documents of the United Brethren in Christ denomination.

ACCOUNTABILITY: This full-time position will report to the Executive Pastor and is accountable to the KSC Board of Administration.