



FIRST PRESBYTERIAN EVANSTON

JOB DESCRIPTION – BUSINESS MANAGER

APPROVAL DATE:**POSITION TITLE:** Business Manager**EMPLOYMENT STATUS:** Exempt - Salaried**REPORTING TO:** Head of Staff / Senior Pastor**SUPPORTING:** Church Treasurer, Board of Trustees, Budget Committee, Finance and Endowment Committee, Personnel Council and Stewardship Committee**POSITION OBJECTIVE:**

The Business Manager effectively implements, and executes financial accounting functions, payroll preparation, employee benefits and other fiscal matters of the church.

PRIMARY DUTIES AND RESPONSIBILITIES:**A. Finance & Accounting**

- Manage all accounting and finance functions for the church.
- Perform monthly reconciliations, journal entries and account reviews.
- Prepare necessary materials for independent audits and tax documents.
- Process payroll, including time off accruals, fund transfers and related journal entries.
- Oversee all non-building purchasing and vendor relationships, including all IT related.
- Maintain records associated with Primary Duties.

B. Benefits & HR Records

- Manage all insurance premiums, pension payments, and benefit records.
- Manage compliance and statutory reporting requirements

C. IT Oversight

- Oversee church information technology and coordinate with technology consultants.
- Collaborate with Administrative Associate regarding ACS database management.

D. Support Services for Lay Leadership & Staff

- Assist the Budget Committee in budget preparation.
- Assist the Stewardship Committee in giving trend analysis and projections.
- Assist the Personnel Committee in tracking employment costs.
- Assist and support Trustee Board and church treasurer.
- Attend Trustee, Budget and Stewardship Meetings
- Assist the Building Committee and coordinate on matters relating to building projects and related contracts,
- Prepare financial and related reports as directed.
- Provide monthly financial statements to all councils and TCC Board.

E. Supervision & Other

- Oversee Accounting Clerk, IT consultants and Business Office lay volunteers
- Other duties as assigned.

PERFORMANCE AND COMPENSATION REVIEW:

An annual, written review of performance will be conducted by the Head of Staff in conjunction with the Personnel Ministry Council and other designated lay leaders. An annual review of compensation will be conducted by the Personnel Ministry Council.

SALARY RANGE:

Salary will be determined by budget, experience and qualifications with an initial target of \$70,000 to \$75,000 per year

QUALIFICATIONS & QUALITIES:

- Bachelor's degree in Accounting, Finance, or Business with at least five years of highly relevant experience.
- Demonstrated knowledge and skills necessary to effectively complete Primary Duties.
- High attention to detail and commitment to accuracy
- Able to work under the pressure of important deadlines
- Proactive leadership skills and a spirit of continuous improvement; strong team player with a friendly and supportive attitude
- Ability and willingness to develop improved reporting and analytical tools to inform staff and lay leaders and assist them in their decision-making
- Strong communication skills; Able to explain financial concepts to those who may lack basic knowledge of accounting
- Committed to maintaining strict confidentiality of church members' financial contributions and staff personnel records.
- Demonstrate effective time management and ability to prioritize multiple tasks in an office environment characterized by frequent interruptions.
- Fluent with technology and information systems
- Highly experienced and efficient with Excel; comfortable with other Microsoft office software
- Able to attend council meetings during the evening (approximately one to two nights each month and as necessary from time to time)

For questions or to apply, please attach your resume to: jdotschuetz@firstpresevanston.org with the “Business Manager position” in the subject line.