

## First Presbyterian Church, Plymouth Michigan

### **POSITION TITLE: Business Manager**

#### **OVERVIEW**

First Presbyterian Church of Plymouth, Michigan (FPCP) is a vibrant and faith-filled congregation of 800 members, located midway between Detroit and Ann Arbor. We are searching for a Business Manager to be responsible for the accounting, banking, and budget affairs of the church, working in a collaborative and nurturing team environment. Our annual operating budget is \$1.1 million.

FPCP is seeking an experienced individual who will use their skills and talents to manage its finance, accounting and office administration functions. This is a hands-on, roll-up-your-sleeves, kind of position. The individual who is called to this role will execute all duties with a high duty of care, and will lead by example consistent with the FPCP core values:

FPCP's Core Values:

- We are Christ Centered (In worship, mission, fellowship, and study)
- We are Mission Minded (Christ is at the center. We reach out while also going deep with partnerships)
- We are Growing in Faith (Commitment to education and mission for all ages)
- We are Cultivating Community (Within the church and reaching outside of the church)
- We are Serving out of Strengths (Using gifts and talents of staff and laity for the glory of God)

This position reports to FPCP's Senior Minister and works closely with the Finance and Human Resource Committees.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

**Finance & Accounting:** Responsible for conducting all financial operations of the church. This includes but is not limited to the following:

- Prepare financial statements and reports monthly; deliver an overview of the financial affairs of the church-to the Senior Minister and the Finance Committee each month. Reconcile general ledger, bank, and investment accounts and perform month-end/year-end close.
- In collaboration with Committees, Session, and staff, prepare the church operating budget and assist with annual budget planning, inputs and requirements.
- Monitor the investment portfolio between monthly meetings and in conjunction with the Finance Committee review portfolio performance and initiate reallocation transactions as determined.
- Process member donations received by cash, check, credit card, electronic, stock transactions and other miscellaneous cash transactions. Issue Statements of Giving to all donors and members
- Process approved expense reimbursements and check requests, weekly
- Work with the Treasurer and CPA to ensure GAAP compliance, separation of duties, fiscal responsibility, and due diligence in all financial operations, and identify any needed changes to financial, accounting or controlling policies as needed.

**Human Resources:**

- Attend monthly HR Committee meetings; consult with the HR Committee regarding employee concerns.
- Assist the HR Committee in the hiring process and conduct onboarding of new employees.

- Processes semi-monthly church payroll and year-end items for tax reporting including 1099's
- Administer staff benefit plans and research plans as needed.
- Manage office staff and conduct performance reviews & coaching.
  - Information Administrator
  - Technology Administrator
  - Calendar Coordinator
  - Night Watchman / Watchwoman

**Administrative:**

- Process Columbarium Niche requests and coordinate with the ministers on internments
- Assist Building and Grounds Committee to provide building access for their various projects
- Coordinate office coverage outside of normal working hours (e.g., night watchman/watchwoman)

#### **TERMS OF EMPLOYMENT**

- **Working Hours & Location:** This is a full time, salaried, in-office position. Typical hours are from *8AM-4PM Monday - Thursday and 8AM-1PM on Fridays. Committee meetings are generally held in the evening.*
- **Salary:** Commensurate with experience; range is forecasted to be between *\$50,000 and \$70,000 annually.*
- **Benefits:** Including vacation, holidays, medical insurance

#### **REQUIREMENTS**

- You have the following:
  - Bachelor's degree
  - Five years of accounting/finance experience
  - Two years of human resource experience
  - Exceptional written and verbal English language communication skills
  - Strong organization and project management skills
  - Track record of working well with others, being approachable, collaborative and team-oriented
  - Track record of maintaining strict confidentiality and adherence to privacy laws
  - Familiarity with church life, functions, and administration will be helpful.

#### **ADDITIONAL COMMENTS**

If this sounds like you, and you want to meet us, we want to hear from you!

Maybe you don't quite have all the requirements, yet you feel called to this role? Give us a shout, we'd love to talk with you!

#### **HOW TO APPLY**

Provide your resume to the Search Committee at [studodge@fpcp.net](mailto:studodge@fpcp.net)