

Chamblee First United Methodist Church

Business Director

The Business Director has the responsibility for the oversight, management, and leadership in the areas of finance, internal control, auditing, facilities, and day-to-day operations for the entire church's ministries.

Key Responsibilities:

Financial Administration and Reporting

- Manages multiple budgets and separate books for the Church and Kindergarten.
- Develops annual budget in collaboration with Church staff, Chair of Finance, and other committee members.
- Processes and records all checks using the ACS financial and people software program for the Church and Kindergarten Director.
- Responsible for ensuring weekly deposits and transmits automatic deposit files to bank are completed.
- Oversees the reimbursement process to the Church Staff and members of the church.
- Ensures all checks are signed and obtains second signature if required for paying bills and reimbursements.
- Supervises daily cash balance to insure sufficient funds are maintained in all checking accounts.
- Performs bank reconciliation for all checking and investment accounts each month in a timely fashion.
- Maintains filing system and storage system for all financial and banking records for each retrieval.
- Maintains historical data and retention system for old financial records in accordance with IRS.
- Prepares annual reports for Church and Conference and audit when applicable.
- Reports to the Finance Committee each month the financial position of all church operating and capital funds.
- Prepares monthly financial reports for the Kindergarten Director.
- Create and customize reports dependent on church staff, committee member, or Kindergarten needs.
- Maintain a list of all contracts and maintenance programs for the Board of Trustees. Central contact for the church and committees for contracts.

Giving Management

- Responsible for ensuring recording the contributions to each family's contribution record and to the general ledger accurately are completed.
- Insures that all on-line contributions are posted and reconciled weekly.
- Enters pledge information for all contributors for annual stewardship and capital campaigns.
- Ability to handle and process designated gifts (stock, personal property).
- Prepares giving reports for each contributor. Also, sends reports to individuals upon request.
- Provides support for Stewardship Campaign and assist with preparation for committee members.

Personnel Record Administration

- Oversees the administration of employees and their benefits, Worker's Compensation insurance, recordkeeping for insurance, and other matters related to church employment. Maintain records for staff hours and vacation.
- Assures all payroll checks are produced and tax reports (941's, W2's, and 1099's) are promptly filed for both the Church staff and Kindergarten staff.
- Maintains personnel files for all employees (church and Kindergarten) in a secure location and ensures confidentiality.
- Responsible for updating church ACS with new members, changes in members information, and other adhoc request for overall membership records. Inform Hospitality & Membership Care Coordinator of changes.

Administrative Duties

- Responsible for coordinating, training, and supervising volunteers for Front Desk, Membership Records, Finance Reporting, and Facilities
- Set-up and maintain front desk automated phone message and coordinate answering phones for church
- Main point of contact for all church calendar and scheduling of events. Responsible for overall church calendar and coordination of rooms, HVAC, and connecting with Facilities Manager on set-up and opening/closing of church
- Coordinate and communicate facility efforts and needs with Pastors and Board of Trustees.
- Develop a Church calendar the first of each month listing all scheduled events and properly update and maintain calendar on an on-going basis. Provide to Communications and Administrative Assistant for proper communications and updates in right communication mediums.
- Responsible for mail and packages to be properly sorted for staff and pick-up for outgoing content.
- Order office supplies for Pastor(s) and staff and approved request from committees and church events.

Project Management

- Prioritize, schedule and manage multiple projects and tasks while meeting timelines and deliverables.
- Develop and complete short-term and long-term goals and action plans that are aligned with overall goals of the church.
- Manage Facilities Manager and collaborate daily with Communications and Administrative Assistant and Hospitality & Membership Care Coordinator.
- Communicates effectively in written and spoken communication to Church staff, committee chairs and volunteers.
- Ability to explore and learn new programs/software and recommend appropriate processes.
- Willingness to assist staff members and Clergy with additional responsibilities and duties as requested.
- Participate in staff meetings and team planning activities.
- Attend committee meetings as needed (i.e. Administrative Board, Finance and Board of Trustees)

Education, Experience, and Skills Required:

- 5 years of experience in finance, bookkeeping, or accounting, including budgeting, payroll, and employee benefits. Bachelor's degree in accounting, finance or related field preferred.
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Must have an understanding of the finance function as a support for the overall church and supporting committees.
- Proficiency with Microsoft Excel, Word, and Outlook, along with an advanced knowledge of computer technology and systems. Experience and knowledge of ACS Accounting Software a plus.
- A broad understanding of financial procedures and the ability to fluently discuss the impact on decisions, with a full understanding of financials for the church.
- Be able to analyse and interpret financial data for improving and maximizing overall financial performance.
- Must have strong people and communication skills, a pastoral heart, and the ability to work collaboratively with other staff members, church members, and volunteers.
- Must have a strong commitment to confidentiality, and extreme attention to detail.

Reports to Senior Co-Pastor overseeing Business Operations

Role: Full Time (averaging 40 hours a week)