



Job Title: Business and Office Manager

Reports To: Senior Pastor / Finance Committee Chair

FLSA Status: Part-time with potential for full-time

Position Summary

The Business and Office Manager role serves to further develop and carry out efficient administrative and financial operations that support the church's mission and ministry activities.

Key Responsibilities

1. Financial Operations

- Oversee day-to-day financial management, including accounts payable/receivable, payroll coordination, and cash handling
- Maintain accurate financial records and ensure compliance with internal controls and nonprofit accounting standards
- Coordinate budgeting process with church leadership
 - Support staff in expense reconciliation and budget monitoring
- Prepare regular financial reports for staff and leadership
- Liaise with external accountants, auditors, and financial institutions
- Ensure proper handling and recording of tithes and donations
 - Oversee collection and documentation of offering and donations, ensuring integrity and accuracy.
- Oversee timely payment of all bills and accurate record-keeping for audit purposes.
- Manage vendor accounts and relations (operational and ministerial)

2. Human Resources

- Coordinate payroll submission and ensure accurate records.
- Ensure timely and accurate payout of employee benefits
- Ensure compliance with employment laws and church policies

- Manage insurance and benefits questions to ensure employees are aware of their options and responsibilities
- Maintain personnel records and ensure confidentiality
- Assist with updating Staff Packet
- Assist with onboarding and exit processes
- Review employee manual and distribute updates and additions regularly

4. Office & Administrative Management

- Coordinate office systems, supplies, and IT
- Maintain church database and records management systems

Qualifications

Education & Experience

- Bachelor's degree preferred
 - 3–7 years of experience in a similar capacity, ie nonprofit/church administration preferred
 - Experience in financial management and Human Resources strongly preferred
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Skills & Competencies

- Strong organizational skills
- Financial literacy and attention to detail
- Knowledge of HR practices and employment compliance
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities and deadlines
- Proficiency in office software and church management systems (e.g., Planning Center, QuickBooks, etc.)
- Responsive
- Proactive and self-motivated

Personal Attributes

- Alignment with the church's mission, vision, and values
- High level of integrity and confidentiality

- Team-oriented mindset
 - Professional, approachable, and solution-oriented
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Work Environment

- On-site
 - Occasional evening or weekend hours for events or urgent needs
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Compensation & Benefits

- Hourly wage commensurate with experience
- Retirement options