



WESTMINSTER PRESBYTERIAN CHURCH

Do Justice • Love Kindness • Walk Humbly

Business Manager

Full-time, salaried position

About Westminster Presbyterian Church

Westminster Presbyterian Church (PCUSA) is a vibrant community of faith seeking to "do justice, love kindness, and walk humbly" in Durham and beyond. It has a rich history of supporting local and global missions and nurturing people of all ages in fellowship and faith formation. Founded in southwest Durham in 1963, Westminster is a growing congregation of about 800 members that welcomes all to participate fully in the life of the church. The 10-acre campus contains separate buildings for the Sanctuary, Mission Center, Fellowship Hall and cabin, with plans to replace the existing Fellowship Hall in 2019-2020.

Position Summary

The Westminster Presbyterian Church (WPC) Business Manager oversees all of the church business/operational functions, and is responsible for finance and accounting, the day-to-day stewardship of WPC's campus and associated buildings, information technology (IT), and general administration.

The Business Manager is accountable to the Pastor as head of staff and works closely with the WPC Treasurer, Financial Committee and the Ways and Means and Property Management Committees. The Administrative Assistant and Financial Assistant report to this position.

This position serves as a resource for all church-related events, ministry team leaders, church staff, clergy, and the Session (governing board). The Business Manager maintains a regular Monday-Friday office schedule, with some additional late afternoon or evening meetings with Ways and Means, Property Management, and Finance committees.

Essential Duties

General Administration

- Oversee daily administrative activities of church operations and manage office staff in consultation with the Pastor and the Personnel Committee, including recruiting, training, personnel records and performance evaluation
- Direct volunteers who assist with administrative and maintenance activities
- Administer group health insurance, flex med and retirement plans, and other employee benefits.
- Oversee leasing and maintenance of office equipment (computers, printers, servers) and software, and negotiate related equipment leases and maintenance contracts
- Oversee purchasing of church supplies
- Maintain adequate and suitable insurance coverage
- Attend staff and committee meetings as requested by the Pastor

Financial Management

- Management and upkeep of financial records ensuring that transactions are appropriately classified and completed according to GAAP Standards
- Compile and distribute monthly financial reports to stakeholders and committee chairs monitoring the annual operating budget
- Manage monthly payroll preparation and filing of all required quarterly and annual tax reports

- Work closely with the Treasurer and the Finance Committee on financial analysis and preparing and updating the annual budget
- Prepare forms and reports as required by the Board of Pensions
- Complete and manage various loan and financial applications for upcoming capital building project
- Work interactively with and attend monthly Ways and Means Committee meetings
- Oversee and support the financial transactions and reports of the Westminster School for Young Children

Facilities Management

- Proactively assess the status of the campus on a regular basis; Coordinate and oversee day-to-day work by contractors, vendors and volunteers in collaboration with the Property Management Committee
- Implement and oversee the Maintenance/Contractor Service Plan(s) and execute the property maintenance plan in collaboration with the Property Management Committee
- Manage church facility utilization in compliance with approved policies; Work with related staff to coordinate process for room set-up and arrangement; Maintain organization of the Sanctuary, Fellowship Hall, Cabin, Mission Center, and Garage
- Maintain communication with all local authorities regarding local regulations pertaining to church facilities
- Facilitate and manage miscellaneous aspects of upcoming capital building project in collaboration with the Fellowship Hall Building Committee
- Work interactively with and attend monthly Property Management Committee meetings
- Assist WPC Leadership in effective Risk Management Practices: loss of property value, community concern, or occupant harm; Oversee use of the church security system.

Technology and Systems Management

- Provide Technology leadership to improve work quality and increase work efficiency
- Maintain accounting software and associated systems
- Manage outside IT vendor relationship for network and desktop administration and support.
- Oversee necessary backup and storage of all church financial information.

Qualifications

Education: BS/BA degree in Business Management, Accounting, or Finance, or equivalent experience; understanding of legal, financial, and accounting best practices for nonprofits; knowledge of church payroll and accounting systems

Experience: 5-10 years of nonprofit or small business full-charge accounting experience required, with proven supervisory skills or an equivalent combination of education and experience; Significant post-college or graduate school experience or increasing responsibility in financial management or business administration; Experience in property management strongly desired, ideally in a nonprofit organization.

Computer skills: Proficient in MS Office, MS Windows, and payroll and accounting systems; knowledge of ACS and Google applications a plus

Supervisory skills: Proven skills to manage office/facility operations and staff, as demonstrated by at least 3 years of related experience

Core Competencies:

- Excellent oral, written and interpersonal communication skills necessary to maintain cooperative working relationships and interact effectively with colleagues, supervisors, volunteers, donors, and to keep appropriate confidences in a small office/church environment
- Understand and work competently in the accounting functions of the job; completes work accurately in a timely manner; is able to see the broad picture of the church's budget and finances, while at the same time remaining focused on the details; provides payroll and compensation servicing as required; ensures bills are paid and benevolences are disbursed on time.
- Outstanding project management, analytical and organizational skills a must; Manages self, time, and a wide range of responsibilities effectively; works with steadiness under pressure and on deadlines; directs and resources paid staff and volunteers engaged in activities tied to church business; keeps appropriate confidences and works with discretion and honesty at all times
- Must be able to work in a team-based environment with an ability to plan, schedule, and coordinate own and others' work effectively; ensures that those needing to know financial information receive it in a timely fashion and that those needing to provide financial information are helped to be accountable; is proactive in helping church leaders
- Excellent computer skills and the ability to learn specialized software; Support others on staff in finding solutions to computer-related issues; Willing and adept in learning technology needs

How to Apply

Please send resumé and cover letter to personnel@wpcdurham.org with subject line "Business Manager." No phone calls, please.