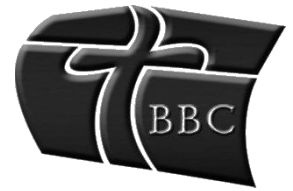


BEREAN BAPTIST CHURCH

Fayetteville, NC 28314



Job Description:

Business Manager

Date Revised July 27, 2011
Responsible to Executive Pastor

Purpose

Serve as the Business Manager for all ministries of Berean Baptist Church

Skills and Qualifications

The manager must possess a(n):

- Strong desire to serve in a distinctively Christian ministry
- Advanced degree relating to accounting or business
- Three years experience with finances or management
- High personal motivation, self-management, and detail-orientation
- Ability to take responsibility for meeting deadlines and making progress without direct supervision
- Computer skills in MS Office
- Strong people skills and an ability to work well with employees

Responsibilities

- Expand and enhance the ministry of the Executive Pastor by managing and improving the financial and business practices of the ministries of BBC
- Move the ministry business practices forward technologically
- Review PO's, invoices and bills to ensure budgets are being maintained
- Designate budget accounts for income and expense entries
- Payroll and taxes
- Sales tax payments from Bookstore/Café
- Semi-annual sales tax refund reports
- Group health insurance – make additions and terminations as needed
- Oversee all aspects of financial records:
 - Counting of receipts and deposits – maintain grasp of areas of income
 - Contributions – review monthly and compare to see if any members have stopped giving
 - Bills payable – maintain a handle on what the bills are, what they are for, and whether they are reasonable
 - Review record keeping procedures
 - Implement a process to digitally store records rather than hard copies
 - Point of contact for Building/Vehicle/Worker's Comp Insurance including audits
- Oversee BBA office software use and training
 - Learn Schoolminder and develop a plan for it to be utilized to its fullest
 - Train appropriate BBA staff and serve as POC for questions
- Review existing procedures and establish more efficient admission procedures
- Oversee cross training of all office personnel. Create a guidebook for each position or AOR

Position Details

The Manager must:

- Be a born-again baptized believer striving to live a sanctified life under the Lordship of Jesus Christ
- Be a member of Berean Baptist Church
 - Abstain from the use of any form of tobacco, alcohol, or any illegal drug.
 - Keep themselves (either individually or as couple) from any location that would be morally questionable such as nightclubs and other similar establishments.
 - Be very careful about the content in the movies and television they watch, the music they listen to, and the websites they view so that their conversation won't reveal any questionable practices.
 - Pay their bills on time and manage their personal finances in such a way as to bring honor to Christ
 - Completely abstain from pornography or any immoral or unethical behavior
- Be in complete agreement with the church vision, covenant, articles of faith, ministry distinctives, and each of the contemporary issues as posted on the church website
- Possess a biblical worldview and strive to live by it
- Be willing to submit to a criminal background check and illegal drug testing
- Dress modestly and appropriately for church services and activities-as outlined in the employee handbook
- Cheerfully and consistently tithe from your gross income to the church
- Be conscious of opportunities to witness, share the gospel, and invite others to church
- Resign your employment at the point that it is impossible to support the pastor's vision, philosophy and intent for ministry