



Business and Facility Manager

Position Reports to: Senior Pastor
Employment Status: Full Time

Position Overview

The Business and Facility Manager will work in conjunction with the finance committee and the trustees of Calvary United Methodist Church (CUMC). This position will ensure the appropriate handling of all finance related functions for the church and it will also oversee all facility issues on behalf of the trustees. Both of these duties support the mission of CUMC: To Know Christ and to Make Him Known.

Primary Responsibilities

Business Management:

1. Oversee the receipt, deposit, and disbursement of all church funds.
2. Oversee the preparation of monthly financial reports.
3. Oversee an annual audit/review of the church's financial statements, in conjunction with the Finance Team.
4. Oversee payroll administration and benefit packages for church employees.
5. Establish and maintain a financial records system.
6. Work with the Finance Committee and the Senior Pastor to prepare an annual budget for the approval by the Church Council and Charge Conference, with implementation upon approval.
7. Work with Finance Committee to monitor cash flow and tracking department budgets.
8. Supervises Financial Secretary, Treasurer, and Technical Coordinator.

Facility Management:

1. Oversee the church's maintenance program by working with the Trustees.
2. Oversee policies and procedures involving the use of all church property and facilities.
3. Oversee the daily assignment of classrooms and church facilities for meetings and activities.
4. Oversee the security of the church and safe sanctuary guidelines and policies.
5. Oversee the insurance needs of the church.
6. Work with the Trustees to maintain an inventory of church property and equipment and make recommendations for replacements, when necessary.

Personnel Assistance:

1. Support the work of the Senior Pastor and SPR Committee to:
 - a. develop and administer the personnel policies and procedures of the church.
 - b. maintain current copy of job descriptions and personnel records.
 - c. maintain, develop and administer, in conjunction with the Senior Pastor and SPRC chairperson, an evaluation system for church staff including setting yearly performance goals.
 - d. assure the church's compliance with federal and state labor laws.
 - e. develop and maintain insurance plan for church staff.

Qualifications

Management experience in business, church, or non-profit settings.

Proven capacity for developing shared vision, establishing strategic plans, motivating individuals, driving toward goals with accountability.

Educational Requirement

Bachelor degree required.

Minor in finance or a minimum of 2 years of financial experience in a non-profit organization.

Personnel or Human Resources Management preferred, but not required.

Time Requirement

32 hours per week.

Office Hours: 8:30-3:30 Monday - Friday; 2 hours flex time, weekly.

Updated: 7/2018