



BUSINESS MANAGER JOB POSTING

Categories: Business/Administration

Denominations: Presbyterian -- PCUSA

Church Size: 100 - 125

Job Type: Part-Time (25 Hours Weekly)

Job Description: Church Business Manager
New Hope Presbyterian Church of Anaheim

New Hope Presbyterian is a nonprofit organization, incorporated in Orange, CA, and chartered in 2017. Our new location is in Anaheim, California. We have a membership around 100-125, a staff of 15, as well as partner with St, Paul Presbyterian Church (on site). Simply put, New Hope is a dynamic place to work.

Position Summary: To assist the church in its mission by carrying out organizational and fiscal processes to achieve its goals. To operate under established policies and procedures financial record keeping and reporting.

Primary Duties and Responsibilities include but are not limited to:

- Manages all accounting and finance functions for the church, general accounting; accounts payable; accounts receivable; payroll; budgeting; and financial reporting using Power Church software
- Reviews, evaluates, and implements accounting systems, policies, and procedures

- Prepare and maintain the annual budget, financial information for the finance and budget committees and treasurer of the church
- Coordinates and oversees annual independent audit and preparation of annual tax documents
- Serve as resource person regarding legal and business matters of the church. Study annually the church's insurance and recommend change if needed.
- Process requisitions and purchase orders
- Assist transition team and property manager in working with architect and contractors in remodeling of church buildings
- Operate within approved budget
- Serve on the Church Council or leadership team. The Business Manager will be expected to attend Session meetings, when invited.

Education, Experience, and Qualifications:

- Bachelor's Degree in Accounting, Finance, or Business or equivalent of six years of related experience at the manager level in a Church environment.
- Working knowledge of forecasting and financial reports
- Ability to work with all staff and members of the congregation and to build solid relationships as expected in a Christian environment
- Strong organizational, problem-solving, and analytical skills with ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Proven leadership and business acumen skills.
- Excellent written, communication, and presentation skills
- Commitment to excellence and high standards.
- Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and Power Point)
- Demonstrated high level of proficiency in Power Church, Automated Data Processing (ADP) and Quicken or Quick Books

Contact Information:

If interested, please email resume and cover letter to:

Email: info@mynewhopepres.org

New Hope Presbyterian Church of Anaheim is an equal opportunity employer.