

## BUSINESS MANAGER (*Full-time*)

*Rev: May 2019*

### POSITION OVERVIEW

- The Business Manager is responsible for managing the finances and facilities of a dynamic, rapidly growing, and vibrant church in Waco, Texas.
- Other duties include human resources administration and administrative work.
- The Business Manager reports solely to the Rector (Senior Pastor) of the church.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program (both Safeguarding God's Children and Safeguarding God's People).

### RESPONSIBILITIES

The Business Manager's responsibilities include (but are not limited to) the following:

#### Parish Finances

- Ongoing
  - Ensure that parish has proper financial controls for all transactions and accounts.
  - Ensure compliance with all Diocesan financial policies.
  - Maintain church files, archives, and records.
  - Respond to parishioners' questions about their gifts and tithes.
- Weekly
  - Ensure monies from all Sunday services & special events are counted.
  - Process digital contributions.
  - Post all money to the appropriate accounts.
  - Prepare deposit for bank.
- Monthly
  - Ensure all accounts balances.
  - Pay all bills and post to appropriate accounts.
  - Reimburse employees and volunteers for business expenses.
  - Furnish monthly financial statements on all accounts to vestry.
  - Prepare & submit reports for monthly "Financial Update" column in parish newsletter.
  - Process Credit Card Contributions.
  - Process ACH Contributions.
- Quarterly
  - Prepare giving statements and mail to all pledging households.
- Annually
  - Mail annual Stewardship Campaign letter (Prepared by Rector and Stewardship Chair)

- Tallies all pledges as they are received, furnishes information to Rector and vestry.
- Work with the Rector and vestry to prepare annual parish budget.
- Oversee annual audit (conducted by outside accounting firm).
- As Needed
  - Process and deposit all gifts received for Capital Campaign Fund, Memorial Fund, Endowment Fund, Organ Fund, and other special funds.
  - Prepare and mail acknowledgement of memorial and special gifts to all donors and recipients (or families) of Memorials and Endowment Gifts.
- Other duties as assigned by the Rector

#### Human Resources

- Process payroll for employees.
- Oversee insurance, pension, and other benefits provided by the church for employees.
- Coordinate on-boarding process for new employees:
  - Set up insurance, pension, and withholding.
  - Provide office supplies/business cards/nametags/signage.
- Submit Employer's Monthly 941 Form (12 times per year).
- Submit Employer's Quarterly 941 Federal Tax Return (4 times per year).
- Submit and prepare all employee tax statements and file with IRS.
- Maintain and organize all employee files.
- Serve as Safeguarding Records Administrator with Safeguarding process, ensuring all employees are certified per diocesan policy.
- Other duties as assigned by the Rector

#### Facility Management

- In coordination with Junior Warden, contact and deploy contractors for building repairs and regularly scheduled campus maintenance (pest control, IT, HVAC, plumbing, etc.).
- Supervises part-time sexton (custodian) and coordinates sexton's schedule.
- Order supplies for Altar Guild.
- Order office supplies.
- Other duties as assigned by the Rector

#### Administrative Duties

- Input new visitor and member demographic and giving data into Power Church.
- Process transfers in and transfers out of parish members.
- Assist Parish Administrator with Annual Parochial Report.
- Fill in for Parish Administrator when needed in answering phones and responding to visitors.
- Other duties as assigned by the Rector

#### QUALIFICATIONS

- Minimum education: Bachelor's degree.
- Experience in accounting, payroll management, and financial record-keeping.
- Background with human resources a plus.
- Punctual, professional, self-starter.

- Strong interpersonal skills—in person and on the phone. Able to maintain confidentiality.
- Handles calls and emails and all communication in a timely manner
- Problem Solver: resolves problems independently
- Organized: effectively manages time, organizes files (paper and electronic), and can keep track of ongoing projects.
- Computer skills: Proficient in Microsoft Office suite (Word, PowerPoint, Excel); Power Church (database record system). Dropbox for file sharing. Experience with Google calendar and other apps a plus.
- Personal Behavior: As St. Alban's is a Christian organization, our employees are expected to seek to follow the example and teachings of Christ in their personal conduct.
- Membership in a Christian church is expected. Need not be an Episcopalian.
- Business Manager must be certified by the Diocese of Texas's Safe Church program (abuse prevention) and undergo a background check. Employment is conditional on completion of satisfactory background check. Safe Church certification must be completed within 30 days of hire.

## BENEFITS

- Entitled to one week paid vacation annually in first year. Year two to five: two weeks vacation/year. After 5 years, entitled to three weeks paid vacation.
- Eligible for defined contribution pension plan at start of employment. Church will match employee contributions up to maximum allowed for participating employees.
- Medical benefits available.

## HOURS

- This is a full-time position.
- Church office hours are 8:30 am-4:30 pm, Monday through Friday. Summer hours are 8:30 am-3:30 pm, M-F, from Memorial Day to Labor Day.

Applicants should send résumé, cover letter, and three references to:

St. Alban's Episcopal Church  
 Attn: The Rev. Aaron M. G. Zimmerman  
 2900 W. Waco Dr.  
 Waco, TX 76710

Or: [aaron@stalbanwaco.org](mailto:aaron@stalbanwaco.org)  
 Telephone: (254) 752-1773

[www.stalbanwaco.org](http://www.stalbanwaco.org)