

## **POSITION DESCRIPTION—BUSINESS MANAGER**

**HOURS:** Full-time (40 hrs. per week), Exempt

**SALARY:** Based on experience

**REPORTS TO:** Executive Board

**QUALIFICATIONS:** In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support the mission of Timothy to Gather, Grow, Give, and Go, while loving the Lord and willfully and spiritually eager to grow as a disciple. He/she must function as a team player and church ambassador. 5+ years' experience of Business Administration is preferred. This position requires strong verbal and written communication skills as well as ability to create and manage relationships quickly.

### **RESPONSIBILITIES:**

- Solicit input from ministry staff, Executive Board, and other members of the Executive Team to establish the strategic roadmap to meet key goals and objectives
- Research, evaluate, and execute all contracts
- Project management experience desirable
- Coordinate with legal counsel as Timothy's representative
- Research new business procedures, technology, and software programs
- Oversee website, social media, and marketing strategy
- Oversee management of buildings and grounds with assistance from Property Board
- Ensure appropriate and accurate financial and accounting practices, in collaboration with staff and church accountant
- Manage payroll and related taxes appropriately, in conjunction with staff, payroll service, and church accountant
- Coordinate preparation of annual church budget, in collaboration with staff and church accountant
- Ensure compliant personnel policies are in place and followed
- Maintain accurate, updated personnel files are in place and followed
- Recruit, screen, and recommend candidates for staff positions
- Ensure annual performance reviews are conducted for church and school staff
- Supervise maintenance and upkeep of all buildings, grounds, and landscaping
- Maintain appropriate building security with assistance of security team
- Work with insurance broker and staff to ensure appropriate and adequate insurance coverages are in place
- Coordinate and monitor purchasing
- Coordinate with appropriate committees, contractors, and architects, to facilitate renovation or relocation of facilities, as needed to meet church needs
- Attend administrative board meetings, staff meetings, and staff retreats