

Business Manager Job Description, February 2023

The mission of the Church of St. Mark is to live and share Christ's call to holiness. The Business Manager provides a critical role in serving this mission through leading the staff, financial management, facility management, and overseeing the daily administrative operations of the parish. This role will support parish clergy, staff, and ministry leaders in advancing their objectives and engaging our parish family as well as the wider external community with the Gospel of Jesus Christ. This position is full-time. Some remote work is possible.

Qualifications:

- Must live a life and possess values consistent with the Church of St. Mark's Mission and Core Values.
- Bachelor's degree in business administration, finance, or a related field is preferred.
- Highly effective organizational and communication skills.
- Strong project management experience and ability to work collaboratively with others.
- Proficiency in accounting software and systems.
- Supervisory experience required.
- Some evenings and weekends as required.

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Duties:

Optimize parish finances to best serve the parish mission (Financial Management)

- Provide thoughtful guidance/information/help to parish leadership (Pastor/Clergy/Trustees/Finance Council) about parish finances and operations.
- Assist St. Mark's Board with high-level decision-making and strategy.
- Work with our accountant to prepare all necessary financial reports to ensure that St. Mark's follows proper accounting and financial protocols.
- Prepare the annual budget.
- Prepare cash forecasts as needed.
- Lead weekly stewardship meetings, and guide stewardship efforts.
- Manage tuition and billing for the Preschool.
- Address parishioner questions or concerns about money in a timely and professional manner.

Optimize campus facilities to best serve the parish mission (Facility Management)

- Lead monthly Building and Grounds meetings and prepare agendas.
- Manage all projects related to building maintenance and repair.
- Support Head of Maintenance for the janitorial needs in all buildings.
- Oversee building/campus use.
- Manage tenants and their needs.
- Support Director of Communication with IT: internet, network, phones.
- Oversee all campus grounds.
- Oversee emergency preparedness and emergency response.
- Manage all vendors (COI's, work scope, approval of bids, quality control, etc.).

Optimize the internal administration of the parish to best serve its mission (Business Management)

- Work to inspire all those employed by our parish to live the mission. Cultivate a culture at St. Mark's where people love to work and serve.
- Communicate well with all constituencies to keep staff, clergy, and parish lay leadership on the same page.
- Lead staff meetings.
- Support staff with day-to-day questions about operations and administration.

- Support Office Manager with administrative duties such as calendars and bills.
- Do Payroll.
- Handle HR and Benefits questions and issues.
- Manage contracts with vendors and tenants.
- Support the Preschool with its administrative, HR, and personnel questions.