

**First United Methodist Church  
Loveland, Colorado**

**Position Title: Business Manager**

**Part Time: 20 hours per week**

**Approved: SPRC – Date: April 7, 2022**

**Principal focus:** Finances and Peace Garden

**Regular duties:** The Business Manager's regular duties include, but are not limited to:

- Finance
  - Make all deposits of monthly income into the ledger
  - Invoice and pay all monthly expenses
  - Disburse funds in church dedicated accounts
  - Administer the funds of the Abiding Memorials Committee
  - Make monthly remittances to the conference treasurer
  - Reconcile the bank accounts at month end
  - Create month end closing reports to be maintained in the permanent files
  - Process IRS 1099 forms at year end
- Administration
  - Carry out the decisions of the Finance Committee
  - Prepare month end financial reports for church committees
  - Send financial reports to each committee chairperson
  - Maintain records of all contracts and vendor information
  - Maintain records of all background checks
  - Maintain records of all personnel
  - Attend the Finance Committee meetings as a non-voter
- Payroll
  - Pay salaries of clergy and staff
  - Maintain payroll records and process payroll tax payments
- Annual Duties
  - Payroll Audit for Worker's Compensation
  - Fund Balance Report Financial Audit for the Conference
  - EZRA Financial Statistical Report for the Conference
  - Fire System Inspection
  - Fire Extinguisher Inspection
  - Backflow Water System Inspection
  - Compile the yearly budget for the Finance Committee from provided budget requests
- Peace Garden
  - Answer all requests for information
  - Collect all income and signed agreements
  - Maintain all records for each individual site
  - Inform Peace Garden Committee of all new sales or changes to the records
  - Maintain all death and cremation certificates required by law

**Occasional duties:**

- Order supplies for the cleaning company
- Meet with additional Church Committees if Requested

**Skills and Requirements:**

- Ability to communicate effectively and work well with both staff and church membership
- Software requirement: QuickBooks
- High School diploma or equivalent
- Reports directly to and will be evaluated annually by Senior Pastor