

Church Business Manager

Full Time with benefits to include health care and pension. Salary will be commensurate with experience.

Seeking a responsible, well-organized individual to create and maintain the day-to-day management structure of a mid-size church community. The ideal candidate must have good supervisory, decision-making, and interpersonal skills. The position also requires a person who is forward-thinking, a creative problem-solver, one who enjoys coordinating a wide range of diverse, multi-faceted activities.

The First Unitarian Universalist Church of Richmond is a vibrant intergenerational congregation grounded in the history and heritage of liberal religion. Our shared ministry enlists the whole church family in living out the values we proclaim

Responsible for a broad variety of functions in four general categories to support the smooth operation of church programs requiring limited guidance from the Senior Minister.

Responsible for the fiscal management:

- Ensures the timely payment of accounts payable.
- Prepares payroll reports, oversees expense reimbursement requests and reports monthly on cash and crediting statements.
- Coordinates preparation of budgets and distribution of reports,
- Reports to Sr. Minister on general financial performance.

Responsible for support staff:

- Schedules, supervises and does performance evaluations for support staff
- Orients and trains, new support staff

Responsible for building and facility maintenance:

- Maintains all contracts for services, insurance, maintenance and general church operations.
- Manages facilities, equipment service and repairs, and general maintenance.
- Coordinates Building & Grounds Committee planning, support and reporting.
- Oversees building usage for programs and activities including, scheduling support staff to assure smooth operations.

Responsible for general administration and management of the organization:

- Anticipates strategic issues related to the church support staff, operations or facilities.
- Establishes office policies and procedures.
- Manages software applications in use by staff and volunteers.
- Maintains and keeps current all use licenses, fees, and membership dues
- Prepares reports and recommendations to Senior Minister.
- Maintains a comprehensive knowledge about the organization and its policies.

B.S. or B.A. in Business Administration plus 3 years of directly relevant experience preferred. Extensive relevant & transferable experience may be viewed as equivalent to academic preparation. The person selected will have a proven track record in a comparable position or setting

Submit resume and cover letter electronically as attachments to hrc_job@richmondUU.org