



fellowship

NORTH GARLAND BAPTIST

Position Title: Business Director

Reports to and Supervised by: Pastor

Position Supervises: Nursery Coordinator

FLSA Status: Exempt

Job Type: W-2 employee, Part Time (30 hours per week)

Primary Work Location: Onsite (remote work allowed with approval from Pastor)

Travel Required: No

Position Summary

Responsible for financial, personal, and property management as well as oversight of the church office. The Business Director manages the business affairs of the church with the help of the members of the church organization and church staff. The Business Director will be instrumental in cultivating a culture where financial stewardship aligns with our mission, vision, and core values, ensuring a FAITHFUL commitment to financial integrity, fostering a FRUITFUL environment that supports the spiritual and material well-being of our community, and maintaining a FAMILY ORIENTED and FUN atmosphere reflective of our commitment to building God's Kingdom from Garland to the Globe.

Position Responsibilities

Financial:

- Input tithes and offering and designation funds into the Church Center database.
- Input financial data into QuickBooks.
- Manage all payroll and accounts payable.
- Reconcile bank statements and manage church bank accounts. This includes the reconciliation of all third party payment processors including Planning Center, Stripe, and Square.
- Setup funds to track all giving donations.
- Serve as a backup to ensure that all batch and batch groups have been committed within two days of the collection being completed.
- Set up any labels to categorize donations, if applicable.
- Produce the donor statements for the end-of-year tax reporting.
- Ensure that all donors have a valid email and physical address, and communicate with the church secretary to update all missing information.
- Coordinate the preparation of the annual budget and directing budget control and reporting.
- Work with the Finance Committee to set up internal controls and purchasing policies and procedures.
- Interface between the church and the bank for construction loans and other banking needs.

Administrative:

- Oversee all administrative duties of the church related to business.
- Provide weekly reports of church attendance, new members, first-time visitors, ministry workers, baptisms, and tithes and offerings to the Pastor and Deacons.
- Provide reporting from Quickbooks to the Finance Committee.
- Review all proposed contracts and agreements with legal counsel.
- Direct the maintenance of permanent files relating to properties, equipment, contracts and agreements.
- Maintain legal records of the Church and keep abreast of laws pertaining to Church organizations.
- Distribute individual contribution letters to Church members.
- Plan and implement a risk management program (background checks, etc.) for the church.
- Write church policies when directed by the Pastor.
- Attend all staff meetings and Deacon meetings as requested.



People Leadership:

- Supervise the Nursery Coordinator and all other assigned personnel.
- Serve as staff liaison to assigned Church Ministry Teams.

Other Duties:

- Perform other duties as assigned by the Pastor.

Education and Experience

- Minimum of Associates Degree
- Bachelor's degree preferred, or equivalent combination of education, training, and experience
- Minimum of seven years of experience
- Minimum of three years in a management role

Knowledge, Skills, and Abilities

- Proficient with Microsoft Windows and Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Ability to learn new hardware and software systems consistent with duties
- Ability to effectively analyze data and inquiries, think critically, and make appropriate decisions
- Effective organizational and time management skills
- Knowledge of Quickbooks or other accounting software
- Knowledge of contracts and ability to work with legal counsel
- Ability to work as part of a team or work alone without close supervision
- Strong interpersonal skills. Must be people-oriented
- Ability to communicate effectively, both in writing and verbally
- Understanding of and alignment with the core values, mission and vision of the church

Notes

- The selected candidate may be required to pass a background check
- The selected candidate must be a U.S. citizen, U.S. national, or have authorization to work in the U.S.
- The selected candidate must be a member of NGBF or join NGBF as a condition of their employment

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Also, North Garland Baptist Fellowship (NGBF) is an at-will employer which means that either you or NGBF is free to end the employment relationship at any time, with or without notice or cause.