



## Job Description **Business Manager**

*Mission Statement: JustFaith Ministries creates transformative programs that inspire action to address the root causes of injustice while serving with love.*

The staff of JustFaith Ministries is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

**Job Title:** Business Manager

**Classification:** Full-time 30 hours, exempt; occasional weekend and evening hours

**Salary Range:** \$50,000–\$58,000, salary depending on experience, and skills

**Reporting Relationships:** Reports to the Leadership Team

**Position Overview:** This position exists to ensure the smooth running of the JFM administrative and business functions. The Business Manager works directly with members of the Leadership Team on all aspects of financial management and analysis, human resources, office administration, and board management. This position also manages the bookstore and supports the Director of Development.

**Work Environment:** This position is located in Louisville, KY. Weekly interaction with other staff and constituents of JFM is done primarily in a virtual meeting space or by phone. The bulk of the work for this position is performed on a computer although the position includes twice weekly travel to an office where books are shipped and daily trips to the post office to collect and post mail. In-person staff gatherings take place 1-2 times a year.

### **Specific Responsibilities**

#### *Financial Management (50%)*

- Work with the Leadership Team to implement financial procedures related to receipts and disbursements, cash management, bookkeeping, financial reporting, forecasting, annual budgeting, and the annual audit
- Work with the Leadership Team to maintain charitable organization registrations with states in which JustFaith Ministries raises revenue

- Provide regular bookkeeping tasks including posting vendor and other accounting transactions; cutting checks to pay vendors weekly; reconcile, balance, and post (including credit card transactions) in QuickBooks
- Work with volunteer accountant and data entry specialist to reconcile all accounts at the end of the month; Balance the general ledger by preparing a trial balance/reconciling entries; Assist in preparing financial and other reports by collecting, analyzing, and summarizing account information and trends; copy checks received and forward to Data Entry Specialist; post and prepare deposits; handle year end Federal/State and Local tax reporting
- Implementation of business and accounting practices that reflect the values of anti-racism/anti-white supremacy

#### *Human Resource Management (10%)*

- Coordinate with Paychex to process payroll and associated reporting at the federal, state and local levels
- Track vacation usage and prepare quarterly reports
- Oversee and administer employee benefits program including coordination of plan renewals and monitoring compliance with state and federal laws
- Maintain personnel policies and confidential employee files
- Perform other HR tasks including guiding new employees through orientation, assisting with annual benefits enrollment, updating employee manual, and compiling basic HR reports
- Reflect the values of anti-racism/anti-white supremacy with regard to the items described above

#### *Office Management (5%)*

- Provide general management of the organization's office, assets and contracted services, including property and liability insurance, rental agreements, service contracts (telephone and internet, equipment, financial auditing, general counsel), telephone system and computer network
- Organize and provide hospitality for the board meetings in Louisville once a year; provide basic document file organization for board management
- Work with Leadership Team to assess/procure and engage office equipment and other services needed (including IT)

#### *Development (5%)*

- Support the JFM Director of Development with in-house donor mailings

#### *Book Sales (20%)*

- Establish and maintain wholesale accounts with program resource publishers and other distributors. Order program resources and receive and stock shipments

- Work with the Director of Programs to maintain an appropriate inventory of program resources to meet demand of program participants
- Take inventory mid-year and at the end of the fiscal year
- Work with the Director of Programs and the Leadership Team to maintain a pricing structure that balances cost controls and revenue generation
- Receive program resource orders from program facilitators and/or participants, process orders and ship materials to meet end users' needs
- Provide customer service and troubleshoot and resolve complaints and issues within 48 hours of receipt
- Maintain point of sale software and its link to accounting software
- Post receipt of all bookstore related invoices and checks in QuickBooks

*Other (10%)*

- Regularly evaluate and report on the administrative management work to the JFM Staff
- Maintain efficient personal office and administrative systems
- Along with other JFM staff, participate in learning opportunities and activities that embody our organizational commitment to anti-racism/anti-white supremacy
- Seek and participate in strategic opportunities for professional development, spiritual growth, and anti-racism/anti-white supremacy education and formation
- Participate in staff meetings and activities, board and committee meetings and other JustFaith Ministries activities as needed and requested
- Picking up mail/dropping off shipments at post office; weekly deposit at bank
- Other duties as assigned

**Qualifications & Skills\*\*:**

- Bachelor's degree or equivalent; at least 3 years' experience in business management or nonprofit administration
- Accounting or bookkeeping experience, preferably with QuickBooks™ Nonprofit
- Experience with Salesforce desirable
- Some Payroll, HR, and benefits administration experience
- Demonstrated success in working in highly collaborative environments. Ability to be flexible and pitch in to help small staff accomplish big things
- Excellent written communication skills: oral, written and interpersonal
- Excellent organizational skills
- Ability to work in and manage virtual meetings (Zoom, Google Meet, etc.)

**Values:**

- Innovative problem-solver who can generate workable solutions
- Enthusiastic learner eager to meet challenges and quickly identify and implement new concepts

- Self-confident and aware individual with the ability to contribute to a high-functioning staff team
- Possess a level of cultural awareness that respects each person's individuality and recognizes the benefits of diverse gifts, skills, and perspectives in decision-making
- Well-developed interpersonal and conflict management skills

**\*We recognize that skills and talents can be developed through diverse paths, and we welcome resumes from all those who can demonstrate the abilities and experience to excel in this position.**