

**JustFaith Ministries** is a non-profit ministry that exists to form, inform and transform people of faith and sustain them in their compassionate commitment to a more just and peaceful world. We are seeking a **Business Manager** who will bring a passion for social justice to the work of financial, human resource and office management. This position is 40-hours a week and located in Louisville, KY. The ideal candidate will have a Bachelor's degree or equivalent; three years successful experience in business management or nonprofit administration, including financial and human resources experience; commitment to the mission, vision, and values of JustFaith Ministries; and demonstrated success in working in highly collaborative environments. Experience with QuickBooks™ and Salesforce highly desirable. For more information about JustFaith Ministries and a full position description, visit [www.justfaith.org](http://www.justfaith.org). Interested candidates should submit a cover letter, resume, and three letters of reference to [info@justfaith.org](mailto:info@justfaith.org) by April 20, 2021.



Job Description  
**Business Manager**

*Mission Statement: JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.*

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, exempt; occasional weekend and evening hours

**Salary Range:** \$45,000 – \$56,000

**Reporting Relationships:** Reports to Executive Director

**Position Overview:** This position exists to ensure the smooth running of the JFM office and business functions. The Business Manager works directly with the Executive Director on all aspects of financial management and analysis, human resources, office administration, and board management. The Business Manager works directly with each staff member to plan for efficient coverage of administrative tasks.

**Specific Responsibilities**

*Financial Management (40%)*

- Work with Executive Director to implement financial procedures related to receipts and disbursements, cash management, bookkeeping, financial reporting, forecasting, annual budgeting, and the annual audit
- Work with Executive Director 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 the Data Manager 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 Manager; post and prepare deposits; handle year end Federal/State and Local tax reporting

- Prepare monthly financials for JFM Board Finance Committee/full Board review

#### *Human Resource Management (20%)*

- Process payroll and associated reporting at the federal, state and local levels
- With Executive Director, implement the administration of benefits and benefit plans, the maintenance of personnel policies and confidential employee files
- Perform other HR tasks including guiding new employees through orientation, assisting with annual SEP payments, and compiling basic HR reports

#### *Office Management (10%)*

- 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 the Board Meetings in Louisville twice a year, provide basic document file organization for board management
- Work with Executive Director to assess/procure and engage office equipment and other services needed (including IT)

#### *Bookstore Sales (15%)*

- Oversee limited book sales for the organization, including purchasing, sales and inventory management.
- Provide periodic support for bookstore processing and shipping as needed

#### *Other (15%)*

- Participate in and take notes for staff meetings
- Participate in staff activities, board meetings, and other JustFaith Ministries activities as needed and requested
- Maintain efficient personal office and administrative systems
- Seek and participate in strategic opportunities for professional development and spiritual growth
- Other duties as assigned

#### **Knowledge and Skills:**

- Financial management experience
- HR management experience
- Strong collaboration skills and experience working in team environments
- Excellent written communication skills: oral, written and interpersonal
- Excellent organizational skills
- Ability to handle multiple assignments and meet deadlines
- Strong word processing, spreadsheet and database skills

**Qualifications:**

- Bachelor's degree or equivalent; at least 3 year's experience in business management or non-profit administration.
- Ability to be flexible and pitch in to help small staff accomplish big things
- Experience with QuickBooks™ highly desirable.
- Experience with Salesforce highly desirable
- Commitment to the mission, vision and values of JustFaith Ministries
- Demonstrated success in working in highly collaborative environments