

JustFaith Ministries is a non-profit organization committed to creating transformative programs that inspire action to address the root causes of injustice, while serving with love. JustFaith Ministries' core values are: love of neighbor, spiritual transformation, racial equity, justice, peacemaking, environmental stewardship and community-building.

We are seeking a Business Manager who will bring a passion for social justice to the work of financial and office management. This position is full-time, 30-hours a week, and located in Louisville, KY. (Hours may be flexible for the right candidate.)

The ideal candidate will have a Bachelor's degree or equivalent; three years successful experience in financial and business management; commitment to the mission, vision, and values of JustFaith Ministries; and demonstrated success in working in highly collaborative environments. Experience with QuickBooks™ and Salesforce is highly desirable.

JustFaith Ministries values inclusion and diversity and is committed to becoming an anti-racist organization and increasing the number of people of color in leadership positions over the next five years. For more information about JustFaith Ministries and a full position description, visit www.justfaith.org. Interested candidates should submit a cover letter, resume, and three letters of reference to info@justfaith.org by March 15, 2022.



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 (30 hours/week), exempt; occasional weekend and evening hours

Salary Range: \$37,000 - \$43,000

Reporting Relationships: Reports to Executive Director

Position Overview: This position exists to ensure Business Management and the smooth running of the JFM office and financial functions. The Business Manager works directly with the Executive Director on all aspects of financial management and analysis, payroll processing and taxes, annual retirement disbursements, and office administration.

Specific Responsibilities

Financial Management (55%)

- 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 finance reports for the JFM Board and other reports as needed/requested

Human Resource Management (15%)

- Process payroll and associated reporting at the federal, state and local levels
- Assist with annual SEP payments

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
- Work with Executive Director to assess/procure and engage office equipment and other services needed (including IT)
- Work with the Executive Director to provide general management of the physical office space and ensure all office equipment is in good working order and all building requirements are being followed by staff

Bookstore Sales (10%)

- Oversee limited book sales for the organization, including purchasing, sales and inventory management.

Other (10%)

- Participate in staff meetings
- Participate in staff activities, board meetings, and other JustFaith Ministries activities as needed and requested
- Maintain efficient personal office and administrative systems
- Along with other JustFaith Ministries staff, participate in learning opportunities and action in order to embody our organizational commitment to anti-racism
- Seek and participate in strategic opportunities for professional development and spiritual growth
- Other duties as assigned

Knowledge and Skills:

- Financial and business 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 finance management
- 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