

## **ABIGAYLE MINISTRIES BUSINESS MANAGER JOB DESCRIPTION**

Revised 4/20/18

**Position:** Business Manager

**Organizational Summary:** Abigayle Ministries is a Christian non-profit interdenominational organization providing shelter and support to homeless pregnant women and their babies. Our comprehensive program provides homeless pregnant women with a spiritual foundation in Christ and tools to become financially and emotionally independent to care for themselves and their newborn babies.

**Position Summary:** Business Manager performs vital and often times, confidential administrative functions within a non-profit Christian Women's Shelter and program to direct, organize, and support the business operations of the ministry.

**Weekly Schedule:** Monday-Friday, 25-35 hours per week. Schedule to be determined.

### **Primary Responsibilities**

- Oversee all business operations for the ministry including phone coverage, developing community correspondence and ministry marketing materials along with policies and procedures for ministry, maintaining ministry database, preparing mailings, developing electronic spreadsheets and forms, purchasing supplies for the ministry, preparing reports, and purchasing office supplies and other ministry needs.
- Complete all accounting/bookkeeping responsibilities for ministry to include payroll processing, tax paperwork filings, accounts receivable/payable processing, employee PTO tracking, budget development, bank statement and petty cash reconciliations, donor tracking and financial reporting.
- Coordinate human resource department including employee orientations, employee policy reviews, job postings and resume screening, maintenance of electronic HR files, and development of approved employee handbook revisions.
- Oversee facility needs including the coordination of building maintenance, repairs, and renovations, scheduling and managing required inspections/fire system updates, and purchasing and maintaining general building supplies.
- Coordinate and oversee volunteer program including meeting with potential volunteers, processing volunteer paperwork and background checks, coordinating community work groups, and organizing volunteers for training.
- Ensure IT needs of ministry are met including maintenance of Microsoft 365 platform with assistance from appropriate professionals, repairing onsite or scheduling computer repairs as needed, and ensuring regular backup of all ministry electronic files and financial records.
- Assist with planning and organizing ministry events and outreach activities including providing oversight to all administrative duties for ministry's annual banquet.
- Other duties may be assigned.

### **Qualifications:**

- Associates Degree with business or accounting emphasis or five years experience in a related business environment.
- Possess strong QuickBooks proficiency including experience with accounts payable, receivable, payroll processing, journal writing and budgeting.
- Experience completing and filing business taxes and employee payroll.
- Possess strong proficiency to perform functions utilizing Microsoft Office products which includes Word, Excel and Powerpoint with keyboarding skills of 45 wpm.

- Excellent oral and written communication skills to effectively communicate to a variety of audiences ie: individuals, businesses and churches.
- Experience developing content for written policies and various ministry publications and supporting documents including Microsoft Word forms, Excel spreadsheets, and PowerPoint presentations.
- Ability to work independently with minimal direction, applying critical thinking skills to solve problems and develop required action plans.
- Ability to learn new computer systems quickly and troubleshoot computer problems; Microsoft 365 and Sharepoint experience a requirement.
- Knowledge of employment and business law a plus.
- Excellent time management and organizational skills required.
- Ability to multi-task and work independently in a dynamic and fast-paced work environment requiring a high degree of confidentiality.
- Ability to train, lead and supervise others.
- Ability to uphold a professional demeanor and interact effectively with residents, volunteers, donors and general public.
- Understanding of and sensitivity to cultural, economic and language differences.
- Ability to operate standard office equipment.

### **Requirements**

- Profess and support the ministry's faith statement and its pro-life position.
- Spiritual and emotional maturity. Must exhibit strong character and integrity.
- Reliable, insured transportation and valid Driver License.
- Criminal Record Clearance
- Motor Vehicle Report (MVR) acceptable to Abigayle Ministries' vehicle insurer.
- Health examination with tuberculin clearance.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this agreement.

- Standing and/or walking for periods which may exceed 30 minutes at a time.
- Sitting for lengthy periods of time (4 or more hours per day).
- Frequently reaching with hands and arms upward, outward and downward.
- Frequently ascend/descend a flight of stairs.
- Frequent crouching and bending of the knees, ankles and hips.
- Must be able to lift 40 pounds and be physically active.

### **Wage and Benefits**

Non-exempt hourly position.

Hourly Salary: \$16-17/hr.

2 weeks paid PTO, holiday compensation

No medical benefits provided

### **Items Needed for Application:**

Resume

Christian testimony

Confirmation of your agreement with Abigayle Ministries Statement of Faith and pro-life position

***Submit resume, testimony, and confirmation statement to  
mary@abigayleministries.org***