



PLYMOUTH CONGREGATIONAL UCC

Plymouth Congregational Church, an Open & Affirming (LGBTQ-friendly) congregation of the United Church of Christ, is searching for a business manager with great accounting skills. This is a half-time position with some flexibility in work hours.

We are looking for a strong team player who will work seamlessly with other members of staff and volunteers within our congregation near the CSU campus in Fort Collins.

If you are interested, please send a cover letter and resume to plymouthjobsearch@gmail.com detailing your qualifications and interest. Please do not call the church; we will be in touch with all applicants.

Position Description: **Business Manager**

Reports to: Senior Minister

Directly supervises: NA

Status: Part-time (20 hours/week)

FLSA: exempt

Job Summary

The Business Manager will perform accounting and business management duties in support of the mission of Plymouth Congregational UCC. Working closely with the Treasurer, Leadership Council, Financial Review Committee, volunteer leaders, and Plymouth staff, the Business Manager is responsible for keeping financial records of the church in order and in line with generally accepted accounting practices.

Essential Functions:

A) Financial

- Records all deposits in appropriate ledger account.
- Pays all bills from appropriate ledger account.
- Maintains tickler system to make monthly contributions to Rocky Mountain Conference UCC and other recurring payments.
- Manages HPI+ checking account.
- Coordinates I-9, W-4, and other forms for new employees.
- Prepares annual salary reports for national and conference settings of UCC.
- Processes all payments and reports for UCC insurance, Pension Boards, and workers compensation.
- Supports the Financial Review Committee of Council.
- Assists Treasurer in preparation of reports for Treasurer and Budget & Finance Committee identifying monthly budget variances, annual budget preparation, and attends their meetings.

- Makes all budget entries into QuickBooks Online.
- Files annual reporting with Colorado Secretary of State.
- Presents monthly “snapshot” of income and expenses for Placard newsletter.
- Works with Treasurer to create and distribute monthly and annual financial reports.
- Prepares monthly comparison of actual income and expenses for Treasurer’s review and presentation to Leadership Council and staff.

B) Administrative

- Coordinates, approves, and invoices building use by community and congregation.
- Coordinates, approves, and invoices van use by congregation and other church organizations.
- Maintains contract and support for copier and supplies.
- Completes annual reporting to UCC (membership, attendance, operating expenses, mission giving, etc. but only as they relate to financial matters).
- Monitors and coordinates all insurance policies.
- Works with the Trustees to maintain contracts, e.g., parking lot contracts.
- Maintains certificates of coverage insurance certificates for outside groups that use the Plymouth building.
- Learn to work with F1Go church database.
- Other duties as assigned.

Other Responsibilities:

- Participates in weekly staff meetings.
- Meets regularly with Senior Minister and Treasurer(s).

- Manages time well and keeps track of hours worked accurately.

Minimum Qualifications:

- B.S. in Accounting and at least 2 years of accounting experience OR
- Five years of experience in accounting for an entity with significant financial resources.

Physical Requirements:

- Ability to spend time working on a computer.

Core Competencies:

- Must be a self-starter, detail-oriented, and highly organized.
- Technical expertise: Excellent skills with Microsoft Office, including Excel, and QuickBooks Online. Acquires and demonstrates the technical skills required to execute proficiently the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- Confidentiality: Able to handle financial information in confidence
- Team player: Our common ministry at Plymouth requires each of us to work in concert with other staff members. The Business Manger will work collegially together with both lay members and staff.
- Interpersonal skills: Establishes good working relationships with lay members and staff. Builds appropriate rapport; considers the impact of her/his actions on others; uses diplomacy and tact; is approachable; communicates clearly and directly; avoids triangulation.