



BUSINESS MANAGER

JOB DESCRIPTION

10/09/25

City Church Ministries is made up of sub-organizations which includes City Church, Abundant Life Christian School, Christian Life College and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

Vision:

The City Church Business Office Team oversees and operates the organization from behind-the-scenes where we serve and come alongside each ministry to enable them to function effectively. The vision of the Business Manager is to provide oversight, and management of the business office operations and to lead, coach and support staff as well as acts as a liaison and collaborate with senior leadership supporting their decisions on business needs and projects.

Accountable to: Business Pastor/CFO

Duties and Primary Responsibilities:

- Work alongside the Business Pastor/CFO to lead, coach and support the Human Resources, Accounting, IT, Maintenance and Facilities staff and oversee projects and financial decisions
- Support the ALCS Business Administration and Leadership teams with financial and operational needs
- Protect the organization by overseeing, researching and investigating financial and legal decisions that keep the organization in full compliance
- Support and coach department leaders with project planning, vendor negotiation, budget management and acting as a representative to senior leadership to gain final approval
- Help Coach department leaders on how to have a successful team through clear communication, providing direction, encouragement and conducting annual position vision meetings.
- Work with department leaders to establish or update procedures that implement operational and/or fiscal policies
- Support the Accounting Dept by reviewing and signing checks, processing wire transfers, being an approver for payroll and ACH transactions and managing investments and transfers of funds
- Support HR by meeting with employees as needed for various reasons, such as to listen, gather information, mediate conflict resolution, or have difficult conversations
- Connect and support other churches and charities with various business aspects as requested by the Business Pastor/CFO.
- Attend and facilitate weekly meetings as needed including following up on action items
- Perform general daily business functions and other duties as needed

Education/Experience:

- Degree in Business or related field
- 5+ years of business office and management experience
- Legal, HR and Accounting experience necessary
- Experience within the ministry or non-profit environment
- Strong proficiency with technology including Google and Microsoft Office platforms
- Experience measuring, setting goals, implementing actions plan and monitor progress

Interpersonal Skills/Competencies:

- Servant Heart: Natural desire to help accomplish the goals of the leaders and organization
- Leadership: Cooperatively and effectively work with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness
- Effective Communication: High level communication skills that are clear/concise, portrays confidence and uses judgment and navigate difficulty including difficult conversations and situations
- Emotional intelligence: Understands reasoning behind needs and influences emotions
- Relational: People-oriented, builds trust with others, and able to maintain good working relationships and recognize scope of authority in decision making
- Strategic: Recognizes areas needing improvement and can build new systems and processes
- Detail: Strong attention to detail and organization to efficiently and effectively plan and implement
- Grit: Strong sense of character with determination
- Work Ethic: Self-motivated but able to take directives with commitment to excellence

Classification: Exempt/Full-Time

Physical Requirements: Able to sit, stand, lift 20 lbs as needed for required shift.