

**First Presbyterian Church of San Anselmo**  
**Business Manager**  
**Job Post**

First Presbyterian Church San Anselmo is a progressive, inclusive faith community blessed with meaningful worship, people who care for one another, diverse ministries for all ages, and a passion for justice and service.

We are seeking a part-time Business Manager. The position includes responsibility for the church's general accounting and bookkeeping function, maintaining donor accounting and reporting, overseeing the payroll function, and providing accurate data to support denominational reporting.

The Business Manager works as part of a collaborative team of staff and congregational leaders. The Business Manager reports to the Pastor Head of Staff, and also works closely with the church Treasurer and the Finance & Resources Committee. In this role the Business Manager communicates regularly with church members concerning donations/giving, as well as with vendors and external partners including insurers, tenants and denominational agencies.

The Business Manager is expected to be present on site at least one day per week for 5 hours. They will also typically attend monthly meetings of the Finance and Resources Committee (remotely) and staff meetings.

Specific responsibilities include the following (a more-detailed job description will be made available in the interview/selection process):

**General Accounting/Bookkeeping**, including:

- Maintains and reconciles all accounts and general ledger
- Processes accounts receivable and payable
- Monthly and annual financial reporting

**Donor Accounting and Reporting**, including:

- Maintains and enters donations and gifts, and updates donor giving records
- Manages and processes online giving
- Prepares and sends donor statements quarterly and annually
- Responds to donor inquiries

**Personnel-Related Accounting and Communication**, including

- Provides accurate payroll and salary information to and communicates with external payroll service.
- Confirms accuracy and timeliness of payroll and 1099 tax reporting
- Manages compliance tax and governmental compliance, including licensing requirements, including preparation and submission of tax and governmental reporting

- Maintains payroll records and manages employee benefits
- Works in collaboration with Personnel Committee in administering basic HR functions

**Insurance and Denominational Reporting**, including:

- Communicates with the Finance & Resource Committee and with brokers/ carrier reps re coverage, audits, claims etc.
- Prepares reports and remittances required by denominational agencies, and communicates with those agencies

**General Finance, Governance, and Reporting**, including:

- Prepares monthly financial statements for Finance & Resources Committee and Session
- Prepares annual budget worksheet in conjunction with Treasurer and Finance & Resources Committee
- Participates in regular meetings of the Finance & Resources Committee, staff, and Annual Giving Team
- Interfaces and coordinates financial activities with church's preschool

**REQUIRED SKILLS:**

- Bachelor's Degree in Accounting, Finance, or related field, or equivalent work experience
- 3-5 years relevant experience working in accounting and/or full-charge bookkeeping.
- Proficiency in Quickbooks (or comparable accounting software)
- Familiarity with donor management platforms, online payment platforms, and Client Relationship Management (CRM) systems is preferred. (comparable to ServantKeeper, the platform used by the church)
- Proficiency in Microsoft Excel, other Microsoft Office programs, Google Suite
- Strong written and verbal communication skills
- Ability to work collaboratively as part of a staff and volunteer team

**HOURS AND SCHEDULE**

**Estimated Hours/Week: 15**

- 1 day (minimum) on site - 5 hours
- 10 hours onsite or virtual

This position offers a flexible schedule of 15 hours a week (with a minimum of one-day onsite), plus two weeks paid vacation.

This position is directly supervised by the pastor/head of staff and will be evaluated at the end of six months.

☰ WORKING DRAFT Indeed Job Post 2023 03 05