**Business Manager (part-time)**

**Job Description**

**Central Baptist Church**

The Business Manager must uphold confidentiality, be a self starter, have the ability to multi-task and exhibit good people skills.

The Business Manager shall be accountable to the pastor, executive committee, and be supervised by the senior pastor.

**Education, Experience, and Qualifications:**

* Bachelor’s degree in Accounting, Finance, or Business (required).
* Working knowledge of forecasting and financial reports.
* Previous experience and/or understanding of duties and tasks of supervised employees.
* Working knowledge of data collection, data analysis and evaluation.
* Excellent written, communication, and presentation skills.
* Demonstrated high level of proficiency in MS Office Suites (Word, Excel, Power Point, and Quick Books) required.

**Primary Duties and Responsibilities include but not limited to**:

* Demonstrate in all aspects of personal and job-related experiences a dynamic and personal relationship with Jesus Christ.
* Manages all accounting and finance functions for the church, including general accounting; accounts receivable; payroll; and budget and financial reporting. Reviews, evaluates and implements accounting systems, policies, and procedures.
* Coordinates and oversees annual independent audit and preparation of annual tax documents.
* Assists with strategic planning and special projects as required and any other duties as assigned.

Exciting opportunity for the right candidate! You may submit a resume and cover letter to [www.info@centralbaptistcolumbia.org](http://www.info@centralbaptistcolumbia.org) or mail to our church office at Central Baptist Church – 3625 Clement Road – Columbia, SC 29203.