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www.covenantharbor.org

JOB DESCRIPTION

Job Title: **Business Manager**

Immediate Supervisor: Executive Director

POSITION PURPOSE:

As a member of the executive staff, this person will give leadership and guidance for all the business functions of Covenant Harbor's ministry through a hands on approach in the areas of accounting, payroll, donor receipting, insurance issues, human resources, preparation of all financial statements and the supervision of clerical staff in the office...

GENERAL QUALIFICATIONS:

The person in this position must possess a passion for excellence in dealing with details; a commitment to confidentiality; the desire to function as a member of a team and the desire to be a vital part of a dynamic ministry to children and adults.

- Have a personal relationship with Jesus Christ.
- Be in agreement with Covenant Harbor's Mission Statement.
- Be in agreement with the teachings of the Evangelical Covenant Church.
- Possess a good understanding of GAAP.
- Possess an excellent understanding of Excel and demonstrated knowledge of the Microsoft environment.
- Possess a working knowledge of Quick Books or similar accounting software.
- Possess high moral and ethical integrity.
- Experience in Human Resources a plus.
- Experience in administering insurance programs a plus.
- Have patience and perseverance.

RESPONSIBILITIES:

Accounting

- Preparation of all bank deposits and maintain relationships with the bank officials.
- Monitor cash flow needs in order to maximize interest on funds on deposit.
- Enter all data in the accounting system for the Operating and the Capital Funds.
- Track accounts receivable.
- Track accounts payable and prepare checks for signature.
- Monitor income and expenses according to budget projections.
- Generate all financial reports for internal uses and for regular board reports.
- Orchestrate and lead the staff through the annual budget process.
- Provide necessary detailed information for the annual audit as requested by the auditors.

Payroll

- Collection of time cards and summarizing data.
- Determination of all payroll deductions for medical insurance and annuity payments.
- Preparation of payroll checks & direct deposit pay summaries.
- Preparation and payment of all payroll related taxes to IRS & Social Security
- Preparation of all annuity or pension information required before making required payments.
- Distribution of payroll checks
- Preparation and distribution of yearly W-2 forms to employees.
- Preparation and submission of all State and Federal tax reports and payments.

Donation Receipting

- Oversight of staff working with receipting the actual contributions
- Preparation of bank deposits.
- Recording of deposits in the appropriate funds.
- Reconciliation of income and expenses for requested reports.

Human Resources

- Maintain Confidential Personnel Files for each employee.
- Assure compliance with all Government Required Documentation for prospective employees before they are allowed to work.
- Assure compliance with all background check requirements before a prospective employee may begin working.
- Maintain a working knowledge of all laws associated with hiring and maintaining employees in order to assure that Covenant Harbor maintains its compliance with them.
- Assure all department managers and supervisors follow disciplinary guidelines in dealing with personnel issues.

Insurance

- Maintain compliance with all Workman's Compensation required coverage and reporting of work related injuries to the insurance company.
- Maintain a relationship with Covenant Harbor's property and liability insurance company in order to assure that proper and adequate coverage on all aspects of the ministry are covered.
- Maintain a relationship with Covenant Harbor's medical insurance company(s) to assure that employees are receiving the best coverage possible for the dollar spent.
- Complete the necessary reports and fund transfers for medical reimbursements to staff that are a part of the insurance program.
- Continue to shop to make sure that Covenant Harbor is receiving the best policies for the price being paid.

Supervision of Clerical Staff

- Schedule receptionist to man the front desk at the main office.
- Schedule clerical staff required to meet the changing demands in the office including secretarial, donor receipting and guest services responsibilities.

General

- To participate in all executive staff meetings giving input to the overall ministry.
- To advise department supervisors/managers when expenses are getting out of line
- To take the lead in preparation of the Annual Budget for board approval by working closely with the executive staff and department managers.
- To work closely with the executive staff in monitoring the budget throughout the year.
- To be a resource to the Board when called upon to do so by the executive director.

EDUCATION AND TRAINING REQUIREMENTS

This position requires a bachelor's degree or equivalent experience in the field of accounting or business. Must have a valid driver's license.

This person will have:

- The ability to organize and manage several tasks at once.
- The ability to work closely with other staff; to supervise and get along with others.
- The ability to translate objectives and goals into a workable plan and delegating responsibilities when appropriate.
- The ability to be proactive rather than reactive.
- The ability to handle deadlines.

WORK ENVIRONMENT

The duties of this position are conducted in an office environment the majority of the time. Since Covenant Harbor's Ministry is a 7 day a week operation, there will be times during the weeks of summer camp when the Business Manager's presence will be required during the camper registration process on Sunday afternoons.

The Business Manager must be able to drive to the Bank to make deposits and carry on normal banking business. Additional travel throughout the Chicago area and Upper Midwest may be required in order to attend board meetings to present reports or be a resource to the board.

PHYSICAL REQUIREMENTS OF POSITION

This position requires the ability to sit at a desk for long hours; work on a personal computer; walk on hilly terrain between camp buildings in order to attend meetings; drive a car; talk on a telephone and discern red/green and blue/violet colors.

SALARY INFORMATION

This is a Level 4, salaried, full time, year round position eligible for all benefits including medical insurance, matching annuity and vacation. The salary range is commensurate with experience. Applications will be accepted until October 31, 2007; position start date is December 1, 2007. Resumes can be mailed or faxed to Ray Warren at Covenant Harbor or emailed to: rwarren@covenantharbor.org.