



POSITION ANNOUNCEMENT

Align Life Ministries is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to www.alignlifeministries.org.

BUSINESS MANAGER

Align Life Ministries is seeking someone to oversee and conduct all aspects of the ministry's finances (payroll, general ledger, chart of accounts, accounts payable, budgeting, etc.), and insurances. The position includes purchasing and overseeing office equipment, and other administrative projects. The individual must have previous accounting and supervisory experience, work independently within a team environment, be computer proficient (QuickBooks and spreadsheet experience is essential), and be organized, detailed, and efficient. Part-time 17-20 hours per week. **Start date as soon as possible.**

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

If interested, send a resume and cover letter as soon as possible to: Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth 717.274.5128 x 307 or mwingenroth@alignlifeministries.org



Job Description

Align Life Ministries

BUSINESS MANAGER

Revised September 2021

Objectives of the Position: The Business Manager oversees and ensures accurate handling of all Align Life Ministries accounting and financial data and procedures, ministry insurances, and related things.

Reports to: Executive Vice President

Works in conjunction with: Executive VP and other staff as needed

Supervises: Financial Gifts Associate

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibits a strong commitment and dedication to sharing the Gospel with others, the pro-life position, and stewarding sexuality with integrity
3. Ability to initiate, lead, participate in, and thrive within the ministry's culture of alignment with God, relational community, and discerning prayer
4. Have experience in general and accounting office operations, and have ability to work well with numbers
5. Has experience with QuickBooks Desktop
6. Exhibit excellent organizational skills
7. Be self-motivated, dependable, and responsible

Clearances: The Business Manager must provide successful completion of a Pennsylvania Criminal Background Check, an FBI Fingerprint Clearance, and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Oversee all aspects of ministry finances, including chart of accounts, income and expenses, and year end closing:
 - a. Prepare accounts payable
 - b. Prepare payroll checks, payroll tax deposits, and quarterly and annual payroll reports
 - c. Handle journal and deposit entries
 - d. Record all miscellaneous income
 - e. Reconcile bank statements
 - f. Reimburse petty cash for all locations
 - g. Prepare monthly and year-to-date financial reports
 - h. Monitor budgeted income and expenditures and inform Executive VP

- i. Prepare reports for board meetings, as requested
 - j. Maintain bank and money market accounts; consult with board on investment activity. Work with board committee and Leadership Team to prepare annual budget.
 - k. Prepare audit information for accountant as needed; maintain ongoing relationship with accountant
2. Provide oversight/training for Financial Gifts Associate
 3. Maintain corporate documents – tax exemption with state/documents for donors
 4. Help with planned giving/bequests
 5. 1099 and W2 generation and filing
 6. Oversee medical insurance package offered to staff
 - a. Collect, evaluate and review options with Executive VP
 - b. Implement changes in insurance by ensuring forms are completed by staff, new booklets are distributed, etc.
 7. Oversee maintenance of proper liability insurances with input from Executive VP
 8. Process and track Employers Compensation claims.
 9. Maintain compliance with the Non-Owned Auto Insurance Coverage policy
 10. Obtain certificates of insurance from adoption agencies on the Align Life Ministries referral list.
 11. Submit sales tax filing with state
 12. Submit PCORI filing (if necessary)
 13. Implement employee benefit changes, additions, etc.
 14. Oversee general financial compliance with all laws and accounting standards
 15. Participate in administrative/business projects as requested
 16. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry
 17. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other Align Life Ministries events per Employee Handbook