

Business Manager

About The River:

The River is a church that is on a dynamic journey. We started thirteen years ago in suburban Sunnyvale, CA, a relatively privileged community in Silicon Valley. Our initial goal was to become a church that was deliberately accessible for a postmodern generation of seekers. Under the leading of the Holy Spirit, we moved our church to urban San Jose, a socio-economically and culturally more diverse neighborhood.

Business Manager

The Business Manager is a critical member of the staff team whose role is to support the direct ministry of the church through the effective management of the church's business operations. This is a part-time, hourly (10-19 hour/week) role reporting to the Pastor of Leadership Development. The ideal candidate will have impeccable integrity, passion for mission of The River, and excellent time-management skills.

Responsibilities

- Accounting and budgeting (35%)
 - Supervise a part-time bookkeeper
 - Oversee accounting process including accounts receivable, accounts payable, and monthly close process
 - Administer the annual budgeting and budget reporting process
 - Provide financial reports to staff leadership and board

- Human Resources (Payroll, HR administration, compliance) (40%)
 - Administer payroll
 - Oversee employee benefits administration
 - Keep employee handbook up to date

- Other (25%)
 - Compliance – File tax forms (sales & use tax, property tax) and other forms, licenses, and fees as needed
 - Risk management – Manage liability and workers comp insurance policies to ensure robust coverage
 - Facilities – Serve as liaison to landlords for the church's Ministry Center and Sunday gathering
 - Information Technology – Oversee volunteer IT manager

Requirements

- Committed Christian with impeccable integrity
- Ability to function as the primary administrator in a ministry context
- Ability to prioritize work effectively and meet deadlines within the constraints of a part-time schedule
- Self-starter and able to work independently with little oversight
- Proficiency with Microsoft Office applications

Preferences

- Proficiency with Quickbooks or similar accounting software preferred
- Accounting and payroll experience preferred
- Demonstrated success as a manager or supervisor preferred
- Bachelor's degree in business, accounting or commensurate experience preferred

Contact

Questions, cover letters and resumes should be directed to jobs@the-river.org.