

Galilee Ministries of East Charlotte

Business Manager Job Description

Job Title: Business Manager

Reports to: GMEC Executive Director

#of Hours/Month: Part time - 8 hours/week

Job Purpose

Galilee Ministries of East Charlotte (GMEC) is a ministry of the Episcopal Diocese of North Carolina. GMEC oversees the use of Galilee Center as a place of community gathering, community development, and prayer. The Business Manager's primary role is to provide administrative support for the work of GMEC, especially in the area of finance and donor contact.

Duties and responsibilities

Receives and processes monies, make deposits using GMEC established guidelines.

Input all financial information into Quickbooks - including payments, donations, and receipts.

Develop, maintain and implement the financial policies of Galilee.

Track donors contributions and acknowledge donor gifts with letters.

Manage pledges for Galilee - including follow-ups at the of year.

Reconcile Bank Statement and credit card statements monthly

Pay bills in a timely manner.

Provide financial reporting for Grants, Board Meetings, Finance Committee and others as needed.

Communicate with and serves as a liaison to Diocesan staff regarding Galilee's financial matters, including accounting, payables and salaries.

Attend monthly Board of Directors and Finance Committee Meetings.

Meets with Executive Director as needed and provides E. D. with monthly list of major donors.

Qualifications

Required qualifications include:

A compassionate drive to support the ministries and mission of GMEC, along with an appreciation of a multicultural community, and an understanding and support of the ministry and mission of the Episcopal Church.

1-3 years experience of administration in a similar setting.

Proficiency with Quick Books Online.

Proven responsibility in a professional setting.

Experience in effectively managing fiscal responsibilities, such as accounts payable/receivable and/or budgeting responsibilities.

Excellent written communication skills.

Ability to be flexible in work hours scheduling

Ability to multitask and work in a shared office space.

To apply, please send resume and cover letter to:

Personnel Committee, Galilee Ministries of East Charlotte, 3601 Central Avenue,
Charlotte, NC 28205

Or email to beverlyfish50@yahoo.com.

Applications will be accepted until December 31, 2020.