



Business Manager

Job Description

GENERAL DESCRIPTION:

Hours: 20-25 weekly

Salary: \$15.00 hourly during training (up to three months)
\$17.00 hourly after training is completed

The Business Manager works directly under the Board of Trustees to take care of day to day business of the organization not assigned to the General Manager. This is a part-time position. The Business Manager is compensated monthly at an hourly rate established by the Board, along with documentation of expense related to his/her responsibilities. The Business Manager shall not simultaneously be a member of the Board. The Business Manager must be located in the West Michigan area with ability to regularly access RFI's storage unit. The Business Manager shall work either from a home office with equipment provided by the Board, or from another space such as a church office, as mutually agreed upon by the Business Manager and the Board. The Business Manager may be bonded at the discretion of the Board.

RESPONSIBILITIES:

Administrative

- Fulfill all mandates of the Board of Trustees related to the position.
- Relay all pertinent communications to the Board President, General Manager, or other appropriate person(s) to facilitate flow of information and communication.
- Attend monthly board meetings. Attend committee meetings as needed.
- Manage RFI's online and social media presence, including coordination of website updates.

Financial

- Consult with the Board Treasurer regarding financial matters and reports.
- Perform all necessary accounting procedures, including General Ledger, Accounts Receivable, Accounts Payable, Tax Forms, and Inventory according to GAAP.
- Remit monthly payroll, commissions and royalties, and accounts payable on a timely basis.
- Prepare monthly financial reports as deemed necessary by the Board.
- Conduct necessary banking business.

Book Store and Outlook

- Manage Outlook magazine subscriptions, records, and addresses pertaining to them.
- Receive and fill all book orders, including creation of invoices and issuing receipts, in the absence of Assistant.
- Maintain online presence of RFI materials and register ISBN as needed.
- Pick up books/Outlooks from printers as needed.
- Prepare and send appropriate mailings.
- Conduct physical inventories on an annual basis.
- Maintain storage unit.

Office Related

- Process e-mails and phone calls promptly.
- Maintain adequate office supplies.
- Make postal drops as needed.
- Print miscellaneous documents when necessary.
- Other duties as assigned.

REQUIREMENTS:

The Business Manager must be or become a member of Reformed Fellowship, Inc, and thereby having subscribed in writing to his/her agreement with its basis and purpose, have a general familiarity of the greater Reformed community. He/she must have technological skills, office and business management skills, communication skills, and customer relations skills.

COMPETENCIES:

- Technical abilities to operate and utilize such auxiliary services as NCOA (National Change of Address), Amazon and Paypal, and flexibility to research and/or learn about other services as required by the ongoing needs of RFI.
- Thorough understanding of Microsoft Office Suite and Quickbooks, with flexibility to research and/or learn about others as required by the ongoing needs of RFI.
- General understanding of social media, particularly as applies to marketing and promotion.
- Ability to operate office tools and devices such as copier, fax machine, computer, and others.
- Ability to lift/move book boxes up to 35 lbs.

Revised 12-2015

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