



BUSINESS MANAGER

TITLE: Business Manager

REPORTS TO: Senior Pastor

EMPLOYMENT STATUS: Part-Time¹, Salaried

ROLE SUMMARY

The Business Manager provides leadership and oversight for the financial and operational stewardship of Ascend Church. This role exists to ensure that the systems, resources, and physical environments of the church are managed with excellence, integrity, and long-term sustainability in support of the mission.

This leader will oversee finances, accounting, policies, facilities, and grounds, ensuring that each area is not only functioning effectively, but contributing to the strength and stability of the church's ministry. They will not be expected to do everything themselves, but will ensure that everything is done well, aligned with policy, and carried out in a way that honors the mission.

This individual must see these responsibilities not as isolated tasks, but as essential components that support and strengthen the work of ministry, bringing a mindset of stewardship, faithfulness, and long-term wisdom to every area of responsibility.

VISION

Lost people saved, saved people matured, and mature people multiplied—to the glory of God.

MISSION

We accomplish this by planting churches and strengthening disciple-making leaders.

WHO YOU ARE

- A person of strong character, integrity, and faithfulness
- Steady, dependable, and able to bring order and clarity to complex responsibilities
- Able to work independently and manage multiple areas of responsibility without becoming overwhelmed
- Detail-oriented, but able to see the big picture
- A proactive problem-solver
- Comfortable working behind the scenes
- Committed to the mission of the church

¹ Part Time preferred with Full Time considered. Responsibilities, compensation, and ministry-development expectations will be calibrated to the agreed schedule.

KEY RESPONSIBILITIES

Financial Stewardship & Oversight

- Oversee budgeting, accounting, payroll, and reporting
- Work with compensation committee on salary and employee benefits
- Compliance with relevant Federal, state and local statutes and reporting
- Ensure timely and accurate bank reporting
- Oversee internal controls and proper segregation of duties
- Maintain proper cash balances, forecasts and investments
- Ensure financial integrity and transparency
- Coordinate with bookkeepers or external partners

Policies & Administrative Systems

- Maintain clear policies and procedures
- Maintain HR policies and procedures and employee manual
- Ensure consistency and alignment with values

Facilities & Grounds

- Oversee maintenance and improvements
- Develop long-term facility plans

Leadership & Coordination

- Ensure responsibilities are assigned and completed
- Maintain vendor relationships with professionalism and manage RFPs as needed
- Work with deacons and finance council
- Report clearly to leadership

Stewardship & Long-Term Planning

- Think proactively and strategically
- Identify risks and opportunities early

QUALIFICATIONS AND FOUNDATIONS

Spiritual & Character

- A clear and growing relationship with Jesus Christ, evidenced by spiritual maturity, humility, and integrity
- Integrity and faithfulness
- Comfortable with change
- Alignment with the theology, vision, and mission of the church

Experience & Competency

- Experience in finance, accounting, or administration preferred but not required
- Experience with Quickbooks Online, payroll systems, expense reporting systems, AI implementation preferred
- Strong organizational and problem-solving skills

Education & Development

- Relevant education helpful but not required

REPORTING STRUCTURE

- Reports to the Executive Director of Staff and Strategy
- Works with the Senior Pastor
- Partners with deacons and finance council
- Coordinates with staff and volunteers

WHAT SUCCESS LOOKS LIKE (12–18 MONTHS)

- Financial systems are clear, accurate, and consistently maintained with strong reporting and transparency
- Budgets are developed, monitored, and aligned with ministry priorities and long-term sustainability
- Policies and procedures are clearly defined, communicated, and consistently followed
- Facilities and grounds are well-maintained, proactively managed, and supportive of ministry needs
- Long-term planning is in place for building maintenance, improvements, and capital needs
- Deacons and finance council are engaged, informed, and working effectively in partnership with staff leadership
- Operational challenges are addressed proactively rather than reactively
- Leadership has clear visibility into financial and organizational health