

**Salem Leadership Foundation**  
**Position Description**  
**Business Manager**

REPORTS TO: Executive Director  
SUPERVISES: N/A  
FLSA STATUS: Exempt (Salaried)  
REVISED: 2/28/2024

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**VISION:** We Believe Salem-Keizer will become the healthiest community in Oregon, truly a city of Shalom.

**MISSION:** We Engage people-of-faith and people-of-goodwill to transform the community neighborhood by neighborhood.

**SUMMARY:**

Providing leadership and oversight to the areas of Accounting and Systems Management, Administrative Support, and Human Resources, the Business Manager works to maximize efficiency and joy. The Business Manager will be instrumental in helping to shape workplace culture both relationally and systematically, and will serve as an executive team member for the ministry.

**ESSENTIAL FUNCTIONS:**

Accounting and Systems Management

- Provide oversight and expertise to business systems, ie QuickBooks, Salesforce, Google Suite, and Zoom.
- Conduct daily, weekly and monthly processing of income and expenses.
- Process payroll twice a month.
- Work with CPA on monthly bank reconciliations and QuickBooks balances.
- Work with CPA on annual 990.
- Provide financial reports to board of directors in coordination with board treasurer.
- Attend board meetings and confer with board secretary on minutes.
- Provide financial reports and documentation for grant requests and reports.

Administrative Support

- Provide daily office management and coordination.
- Answer the office phone and direct calls to the appropriate staff, taking and delivering messages.
- Receive requests for benevolence and confer with SLF staff team on processing payments.
- Organize and maintain paper and digital filing systems.
- Coordinate all computer, network and server needs with our IT contractor.
- Coordinate office volunteers and custodial staff.
- Serve as primary point of contact with SLF's landlord.
- Order office supplies and work with office equipment vendors as needed.
- Coordinate with the liability insurance provider for SLF to ensure proper coverage; set up an annual meeting with the provider to conduct an annual policy review.

## Human Resources

- In partnership with the Executive Director, oversee the employee review process.
- In partnership with the Executive Director, identify and provide training opportunities for staff.
- Coordinate benefits enrollment and stay current with HR trends and requirements.
- Educate staff on organizational policies and procedures. Update as needed and maintain current Employee Handbook.
- Supervise onboarding for all new employees and exiting process for any departing employees.

## **QUALIFICATIONS:**

- Christian commitment and lifestyle consistent with the SLF mission as described in our Statement of Faith.
- Bachelor's degree in Accounting, Finance or comparable experience.
- Fluency with QuickBooks or similar accounting software.
- Cultural competency with the faith community of Salem/Keizer.
- Strong, positive interpersonal and communication skills.
- A high level of professionalism, inclusivity, and collaboration.
- Commitment to character development around the values of self-care, honesty, respect, transparency, listening and responsibility.

## **COMPENSATION PACKAGE:**

- Salary range of \$50,000 - \$60,000.
- Employee only medical and dental insurance. Option to purchase for family members.
- 401k SIMPLE retirement. SLF will match up to 3% of salary/wages.
- 4 weeks paid vacation, 10 paid holidays, and sick leave.

*To apply please send a cover letter and resume to [kyle@salem1f.org](mailto:kyle@salem1f.org) by March 31<sup>st</sup>*