

BUSINESS & HR MANAGER

GOSPEL CITY CHURCH

Summary:

The Business & Human Resources Manager provides leadership, oversight, and implementation of the church's business operations—including financial operations, HR administration, and key organizational systems. This role helps ensure that the business operations align with the church's mission, values, legal requirements, and best business practices. The position supports pastors, ministry leaders, staff, and volunteers by maintaining effective systems, financial integrity, and a healthy organizational culture.

Reports To: Executive Pastor

Collaborates with: Elders, pastoral staff, ministry leaders, and volunteers

Status: Full-Time

Type: Salary

Supervisory Role: No

Campus: All (office: Granger)

Hours: Mon-Fri (with flexibility to Sundays as needed)

5 Essential Functions:

1. Lead Budgeting, Accounting, & Financial Reporting (30%)
2. Manage Congregational Giving (15%)
3. Ensure Financial Integrity, Compliance & Risk Management (20%)
4. Administer HR Systems, Policies, Records, & Compliance (20%)
5. Strengthen Staff Health, Performance & Organizational Systems (15%)

Role Qualifications:

- High level of integrity and discretion.
 - Knowledge of employment law and HR best practices.
 - Strong financial management and budgeting skills.
 - Experience with accounting software (QuickBooks preferred) and payroll systems.
 - Strong organizational and leadership skills.
 - Excellent communication and interpersonal skills, capable of fostering a collaborative and healthy team environment.
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Essential Duties and Responsibilities:

1) Lead Budgeting, Accounting, & Financial Reporting (30%)

Oversee the ongoing financial management of the church—budget creation, monitoring, bookkeeping/accounting coordination, accounts payable, payroll, and reporting that gives leadership clear visibility.

2) Manage Congregational Giving & Receipts (15%)

Oversee the systems, processes, and controls that ensure all giving is received, recorded, and deposited accurately and securely.

3) Ensure Financial Integrity, Compliance & Risk Management (20%)

Oversee the safeguards that protect the church—internal controls, legal/financial compliance, audits, contracts/insurance oversight, and cross-department risk management.

4) Administer HR Systems, Policies, Records, & Compliance (20%)

Oversee and implement the HR infrastructure of the church—policies, documentation, hiring lifecycle administration, and employment-law compliance—ensuring consistent and accurate HR practices aligned with church values.

5) Strengthen Staff Health, Performance & Organizational Systems (15%)

Support directional leadership by implementing and coordinating people-operations rhythms that help staff thrive—compensation/benefits administration, performance support, and operational workflows that strengthen clarity, care, and stewardship across the organization.

Additional Qualifications

Education & Experience

- Bachelor's degree in Business Administration, Accounting, Human Resources, or related field preferred.
- Minimum 5 years of experience in business management, nonprofit management, HR, or related field.
- Experience in a church or nonprofit environment is preferred.

Personal & Spiritual Qualifications

- Commitment to Christ and the local body. Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior
- Identifies closely with the mission, vision, and doctrinal position of Gospel City Church and is eager to partner in the mission of making disciples.
- Demonstrates a committed and growing Christian faith consistent with the church's doctrine and values.
- Exhibits servant leadership, wisdom, and professionalism.