



BUSINESS MANAGER

Email resumes to: jobs@acfak.org

Visit us at: acfak.org

At ACF Church, we see our jobs as a calling. We are a staff of mutually broken people who are devoted to taking our next steps toward God and each other. Our church has a vision to see it be "In Alaska as in Heaven."

ACF Church is a growing gathering of the churched, un-churched and de-churched, located in Eagle River, Alaska. Eagle River is a community of 35,000 composed of many young families and military personnel who work on JBER (Joint Base Elmendorf Richardson), which is 6 miles from ACF Church in Anchorage, which has a population of over 300,000. ACF Church has grown from 35 people in 2009 to currently hitting 1,400 on a weekly basis. Our demographic is primarily people between the ages of 20 and 40 years old with 70-80% current or ex-military and a large number of babies, children and teens.

OVERVIEW:

As our Business Manager you will become a key partner in developing, monitoring, governing and evaluating the overall financial strategy, planning & analysis of our finances. You will be managing and optimizing our resources as well as seeking to serve our board, staff and givers. This leadership position involves overseeing financial planning, budgeting, billing, reporting and compliance with industry standards of finance. You will enjoy the numbers of ministry while taking great satisfaction in seeing lives transformed through the effective and strategic use of our finances.

THE BASICS:

1. **Financial Strategy and Planning:**

- Develop and implement financial strategies aligned with the church's mission and vision.
- Collaborate with senior leadership to set financial goals and objectives.

2. **Budgeting and Forecasting:**

- Prepare and monitor annual budgets, providing regular updates to the leadership team.
- Conduct financial forecasting to anticipate future financial needs.

3. **Financial Reporting:**

- Generate accurate and timely financial reports for leadership review.
- Present financial information in a clear and understandable manner to support decision-making.

4. **Compliance and Risk Management:**

- Ensure compliance with relevant financial regulations and church policies.
- Identify and mitigate financial risks through effective risk management practices.

5. **Stewardship and Asset Management:**

- Oversee the responsible management of church's assets and resources.
- Implement strategies to enhance stewardship and financial sustainability.

6. **Financial Operations:**

- Manage day-to-day financial operations, including accounts payable, receivable, and payroll.
- Collaborate with internal teams to streamline financial processes.

7. **Other Operations Support:**

- Provide vision and support for facilities and properties management.
- Ensure government compliance with non-profit 501(c)3 laws and any legal communications.
- Oversight and generation of high-level operational policies and guidelines.
- Assist in strategic planning of organization structure and staffing

REQUIREMENTS:

- A love for Jesus and for the local church
- Strong leadership and administrative gifts
- Bachelor's degree in finance, accounting, business management or related field preferred

ACF CHURCH

- Proven experience in financial management or similar senior financial role
- Strong knowledge of financial regulations, accounting principles and best practices
- Excellent analytical and strategic planning skills
- Effective communication and interpersonal abilities