

# Western District Conference

## Conference Business Manager

JOB DESCRIPTION: The Conference Business Manager shall:

1. Maintain official record of the financial affairs of the conference and its committees.
2. Manage the finances of the conference
  - Be responsible to see that payments on notes payable and notes receivable are made on time and current, reporting such to the Chairperson of the Trustees.
  - Organize with the conference office an acceptable method for receiving and disbursing funds on a day-to-day basis.
  - Be in charge of investments, in consultation with the Conference Minister and the designated member of the Trustees Committee.
  - Handle WDC Revolving Fund monies, in consultation with the Chairperson of the Trustees.
  - Receive annuity gifts, compute taxable income, prepare certificate for Trustee Chairperson and Secretary to sign; pay interest semi-annually.
  - Initiate and monitor the annual budget preparation.
    - Receive narrative spending plans from all committees.
    - Provide budget information to Stewardship Commission.
    - Present new budget to Executive Committee
    - Report budget information to delegates at annual meeting.
    - Serve as financial officer for Vision 2012; attend meetings, provide reports, keep data base, etc.
3. Attend meetings:
  - Attend all regular meetings of the Reference Council, Trustees, and Stewardship Commission.
  - Attend monthly staff meetings.
4. Report financial information:
  - Report to the Executive Board.
  - Regularly report the current status of conference and committee finances to the Reference Council and the above-mentioned committees at their regular meetings.
  - Assist in making known the financial needs of the district to its membership, with guidance and review by the Conference Minister.
5. File annual report as a non-profit corporation in Kansas.
6. Handle specific bookkeeping:
  - Make journal entries and post to ledger.
  - Reconcile bank statement and make trial balance sheet monthly.
  - Handle payroll taxes monthly, tax reports quarterly and W-2 and 1099 forms annually.
  - Prepare written quarterly financial reports for committees.
7. Act as primary contact person regarding office equipment including service contracts, technology support, replacement, and website management.
8. Manage 2500 Place
  - Negotiate lease agreements with tenants
  - Maintain building and grounds
  - Manage finances