



Spring Creek Baptist Church

Home Visitation Initiative Budget Manager

Job Description

Mission

Serving Christ wholeheartedly; Building community intentionally; Making disciples creatively

Vision

Spring Creek Baptist Church's ministry is founded on biblical principles as demonstrated by the life, death, and resurrection of Jesus the Christ.

We are passionate about justice and truth as we endeavor to help people understand who Jesus is, as they move forward in their life's journey. We serve in the spirit of excellence with integrity and compassion for our community, nation, and world.

We intentionally seek to partner with people who are suffering and to meet them at their point of need. We will be forever guided by the demonstration of unconditional love as we minister and serve with the utmost dignity and respect. We will not waver from this goal.

MINISTRY:	Finance Ministry
REPORTS TO:	Home Visiting Initiative Director
STATUS:	Part-time
SCHEDULE:	Monday – Friday, 10-20 hours per week
EVALUATION PERIOD:	N/A
Deadline:	October 9, 2023

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Summary:

We are seeking a skilled and detail-oriented Budget Manager to join our team and oversee the financial aspects of our home visiting program. The successful candidate will play a crucial role in managing and optimizing the program's financial resources, ensuring its sustainable operation and continued growth. This position requires a strong grasp of budgeting principles, excellent analytical skills, and a proactive approach to financial planning.

Key Areas of Responsibility

1. **Expense Tracking:** Keep accurate records of program-related expenses, transactions, and receipts. Maintain a well-organized and up-to-date financial documentation system that supports transparency and accountability.
2. **Variance Reporting:** Prepare regular financial reports that outline budget versus actual expenditures. Highlight any significant discrepancies and provide explanations for deviations, along with recommendations for corrective actions.
3. **Financial Analysis:** Monitor program expenditures, revenue streams, and funding sources. Regularly analyze financial data to identify trends, variations, and potential areas for cost savings or efficiency improvements.
4. **Resource Allocation:** Allocate budgeted funds to various program activities, ensuring that funds are utilized effectively to achieve program outcomes. Provide guidance on resource allocation decisions to program managers and staff.
5. **Forecasting and Projections:** Develop financial forecasts and projections for the home visiting program. Anticipate potential financial challenges and opportunities, and provide recommendations to mitigate risks or capitalize on advantages.

6. Grant and Funding Management: Collaborate with the development team to manage grant applications, compliance, and reporting requirements. Ensure timely and accurate submission of financial documentation to funding agencies.
7. Cost Efficiency: Identify opportunities for cost reduction and process improvement while maintaining the quality and effectiveness of the program's services. Implement cost-saving strategies where appropriate.
8. Financial Compliance: Ensure compliance with all relevant financial regulations, policies, and procedures. Stay informed about changes in financial regulations that may impact the program's operations.
9. Stakeholder Communication: Communicate financial information and insights to program leadership, staff, and stakeholders in a clear and comprehensible manner. Collaborate with cross-functional teams to provide financial context for decision-making.
10. Budget Planning and Development: Collaborate with program leadership to create and implement a comprehensive annual budget for the home visiting program. Incorporate input from various stakeholders and align the budget with the program's strategic goals and objectives.

Minimum Qualifications

Bachelor's degree in accounting, business management, finance, or similar; at least, five (5) years of experience as budget analyst, financial analyst, business accountant, or similar.

Knowledge, Skills, and Abilities

Knowledge of:

- Legal frameworks and business accounting procedures.
- Forecasting and data analytics methods.
- Grant management and compliance.

Skilled in:

- Organizational processes and methods.
- Communication and interpersonal skills.
- Accounting software (QuickBooks, Sage X3, etc.), spreadsheet applications and accounting tools.
- Strong analytical and problem-solving abilities.
- Monitoring spending patterns and implementing measures to promote adherence to budgets.

Able to:

- To explain budgeting and financial information in plain terms to outside stakeholders.
- Develop and provide reports and fiscal data in clear and comprehensive manner.
- Prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Manage financial information with ethics and high-level integrity.
- Commit to the values and mission of the home visiting program.

Work Environment and Physical Requirements

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule.

Application Process

To apply, please fill out application, submit your resume, a cover letter outlining your relevant experience and approach to training for a home visiting within a church context, and three (3) references. Shortlisted candidates will be invited for an interview.

Online application can be found at the church website: www.myscbc.org or click [Application](#)