

Business and Finance Manager

McCurdy Ministries and Community Center (MMCC) in Española, New Mexico, is seeking to hire a Business and Finance Manager. McCurdy Ministries is a 112 year old Methodist National Historic Ministry Institute located in the Española valley. The successful candidate must possess strong leadership skills, analytical and strategic thinking abilities, a talent for finance and budgets, ability to multi-task, and superior interpersonal skills.

To apply, send an application letter, a one-page explanation of your qualifications and experience in alignment with the responsibilities of the Business and Finance Manager, and a resume including three references to eromero@mccurdy.org. Position will be open until filled.

Overview: The Business and Finance Manager will oversee and manage the financial, operational, and business aspects of McCurdy Ministries.

The Business and Finance Manager will be responsible for financial management, facilities and operational management, and business administration. The Business and Finance Manager will collaboratively work with the Executive Director on grant writing, fundraising, and strategic visioning, and will assist with ministry development and associated budgeting.

Key Responsibilities: The Business and Finance Manager will perform a variety of administrative and financial duties, including:

- Execute all financial management duties, including maintaining all financial records of McCurdy Ministries, generating monthly financial reports to the McCurdy Board of Trustees for review, and filing all required annual tax reports and audit materials.
- Assist the McCurdy Board of Trustees in determining investments, projects, and financial strategies.
- Process staff payroll and maintain employee files.
- Maintain DonorPerfect database.
- Be responsible for accounts payable and accounts receivable.
- Collaborate with the Executive Director to oversee ministry operations, finances, grants, staff, and other assigned administrative duties.
- Maintain all staff contracts, records, and other needed paperwork, including real estate deeds.

- Oversee building usage, scheduling, rental, and community center operations, including maintaining all building user agreements.
- Complete all required ongoing grant reports.
- Collaborate with the Executive Director in writing the annual report.
- Work closely with the Executive Committee, the McCurdy Board of Trustees, and the Public/Private Partnership (PPP) in the redevelopment of the McCurdy campus..
- Oversee IT and assess any future needs and improvements.
- Oversee and if needed, staffing of the Gift Shop.

Requirements: Basic requirements needed for this position include:

- A degree in Accounting, Finance, Business, or at least 5 years of relevant job experience.
- Experience using Quickbooks and Excel.
- A minimum of 5 years of experience in the field of accounting and/or finance.

Rev. Tiffany Hollums

Executive Director of McCurdy Ministries

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www.mccurdy.org