

**Job Description for Way Truth Life Radio
Business Manager
for the
Central Pennsylvania Christian Institute, Inc.**

Title:	Business Manager
FLSA Job Status:	Salary, exempt
Benefits:	Vacation and personal leave, holidays, retirement contribution, life insurance, and health insurance based on company policy.
Schedule:	Full-time
Accountable to:	Under direct employment of the Central Pennsylvania Christian Institute, Inc. (CPCI) Board of Directors (Board) and accountable to the Executive Director.
Purpose:	The Business Manager plays a key leadership role in ensuring the financial health, operational efficiency, and administrative integrity of CPCI d/b/a/ Way Truth Life Radio (WTLR). This individual oversees budgeting, accounting, donor record management, compliance, and business operations with excellence and integrity. As a ministry-minded professional, the Business Manager supports the Mission, Vision and Values and Statement of Faith of CPCI and strengthens the ministry outreach by stewarding resources wisely and managing processes that keep the ministry strong and sustainable.
Related Documents:	Statement of Faith – Policy MV-1 and Mission, Vision & Values – Policy MV-2.

Key Responsibilities:

1. Financial Management

- a. Oversee all accounting functions, including accounts payable, accounts receivable, bank reconciliations, and financial reporting.
- b. Prepare and manage the annual budget in coordination with the Executive Director and Station Manager.
- c. Monitor financial performance and provide analysis and regular reports to leadership and the Board of Directors.
- d. Ensure compliance with nonprofit financial guidelines and generally accepted accounting principles.
- e. Attend all meetings of the CPCI Board of Directors.

2. Payroll Processing & Compensation

- a. Process payroll accurately and on schedule for all employees, including salary and hourly staff.
- b. Maintain payroll records, ensuring compliance with federal, state, and local regulations.
- c. Administer employee benefits in coordination with leadership and external providers.
- d. Manage payroll tax filings, withholdings, and year-end reporting (e.g., W-2s, 1099s).
- e. Serve as liaison with payroll service providers or software systems.
- f. Ensure confidentiality and security of all employee compensation information.

3. Donor & Fundraising Support

- a. Maintain donor records and contributions with accuracy and confidentiality.
- b. Provide financial reports and documentation for fundraising campaigns and underwriting activities.
- c. Collaborate with fundraising staff to track income, generate receipts, and support donor acknowledgments.

- d. Collaborate with Donor Care Coordinator as required.

4. **Administrative & Operational Oversight**

- a. Manage business operations, solicitation and negotiation of contracts, and vendor relationships, all for Executive Director review, including:
 - i. Financial institutions,
 - ii. Merchant services companies,
 - iii. Insurance related to property, vehicles, life, health, and general liability,
 - iv. Building and grounds maintenance,
 - v. Company-owned vehicle maintenance,
 - vi. Tower leases,
 - vii. Utilities at all owned and leased properties, and
 - viii. Music royalties.
- b. Maintain regulatory compliance related to nonprofit status and organizational policies.
- c. Support the Executive Director and Station Manager as requested in human relation functions such as onboarding.
- d. Manage office systems, documentation, and key organizational processes to ensure smooth operations.
- e. Manage bulk mailings to support fundraising efforts.

5. **Policy & Compliance**

- a. Ensure adherence to internal controls, financial policies, and industry best practices.
- b. Oversee annual audits and coordinate with external auditors.
- c. Maintain accurate records required by state and federal agencies and submit required annual information returns (PA Form BCO-10 and IRS Form 990).

Special Requirements: The Business Manager position requires a person who:

- 1. Is a born-again Christian with strong devotion to Jesus Christ and a passion to make Him known.
- 2. Will accept, support and defend the CPCI Statement of Faith.
- 3. Has a high level of integrity, stewardship, confidentiality, and discretion in handling sensitive information.
- 4. Is willing to work with Executive Director and Station Manager in articulating the CPCI ministry vision.
- 5. Possesses a servant heart and a gracious demeanor with a genuine love for people.
- 6. Is willing to serve as part of a team that values prayer, unity, and Christ-centered ministry.
- 7. Has a bachelor's degree in Accounting, Finance, Business Administration, or equivalent experience in a related field.
- 8. Has experience in nonprofit financial management and payroll processing or small business accounting is highly preferred.
- 9. Possesses strong organizational, analytical, and problem-solving skills.
- 10. Is able to work without direct supervision and is highly motivated but also functions as a team player who will take initiative and manage multiple responsibilities with attention to detail.
- 11. Has strong communication and interpersonal skills.
- 12. Has proficiency with, knowledge of, or aptitude to learn the latest modes of technology, specifically:
 - a. Accounting software - QuickBooks
 - b. Donor management software – Donor Perfect
 - c. Online banking and merchant services
 - d. Online payroll management - ADP
 - e. Microsoft products – Word and Excel
 - f. Google products – Chrome, Gmail, Docs, Sheets, and Forms
- 13. Has the ability to secure and maintain a current driver's license and reliable transportation.

14. Is fluent in the English language.

Work Environment:

1. Office-based role with occasional flexibility for events or peak ministry seasons.
2. Involves occasional evening/weekend commitments as needed for ministry activities.
3. Collaborative culture focused on mission, excellence, and service.

Why This Role Matters:

The Business Manager role is vital because it ensures the faithful stewardship of the ministry's resources, allowing the station to operate with integrity, transparency, and effectiveness. By maintaining strong financial oversight and efficient operations, this position frees ministry leaders to focus on proclaiming the gospel and serving listeners. Ultimately, a well-managed business foundation strengthens the station's ability to grow its impact, build trust with donors, and sustain its mission for the long term.

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