Job Description

**Business Manager**

St. John Evangelical Lutheran Church

Charles City, IA

June 16, 2017

1. The Business Manager shall serve in lieu of a treasurer and financial secretary, as an alternative option in the constitution and by-laws of the congregation, subject to the Church Council and Finance Board.
2. The Business Manager shall direct and perform all of the accounting functions normally executed by a treasurer and financial secretary.
3. The business manager shall manage control of receipts and disbursements on approval of the Finance Board and Church Council.
4. Manage the church properties and investments so as to provide the Finance Board and Church Council with information as to the needs, requirements, and proposed costs of repair and improvement via coordination with the Buildings and Grounds Board. Maintain an accurate record of estate funds and investments to enable the diligent management of all capital funds.
5. Provide budget assistance to all church boards and general council by providing records of comparative annual expenditures, preparing the forms and database in advance of the calendar budget year.
6. The responsibilities of the Business Manager shall not conflict with the purpose of the call of the pastoral offices.
7. Business Manager shall remain proficient with the latest accounting principles, utilizing the most up to date software for financial management. Proficiency with QuickBooks, electronic banking, Microsoft Office, general PC experience are required.
8. The Business Manager may have additional duties added or removed at the direction of the Church Council working in concert with the Senior Pastor or Finance Board.

Specific Duties

1. Draw payrolls, prepare tax reports, and manage deposits (including St. John Christian Preschool)
2. Internally review, prepare, and itemize accounts payable for the Monthly Finance Board meetings.
3. Participate in staff meeting and planning.
4. Be a liaison for the Finance Board by attending and helping to schedule monthly Finance Board meetings and projecting cash flows. Attend Church Council meetings upon request.
5. Supervise custodial spending
6. Supervise and control major purchasing
7. Present monthly financial statement and budget expenditures to the Church Council.
8. Prepare weekly stewardship information for the bulletin with explanation for large purchases when needed.
9. Assist in annual review of insurance coverages
10. Supervise the volunteer offering counting. Deposit offerings in to the financial institutions
11. Assist Finance Board with bidding and conducting an annual review of the church books via a 3rd party CPA firm every three years
12. Serve as the DER or Designated Employer Representative for Mercy HealthWorks and the St. John Lutheran Church CDL bus drivers. The DER is the liaison for scheduling drug testing and driver requirements for the church bus.