



ST. JOHN EVANGELICAL
LUTHERAN CHURCH

Business Manager Job Description

Reports To:	Senior Pastor	Effective: 9/1/22
Directly Supervises:	Financial Assistant	
Status:	Part-time, 10-15 hours per week	
FLSA:	Non-exempt	

Job Summary

The business manager will provide oversight of St. John Lutheran Church's finances and business practices in cooperation with the church council and finance board.

Essential Functions:

- Manages receipts, disbursements, and payroll
- Maintains accurate records of all gifts, investments, funds, and staff time off
- Assists the church council and boards in the annual budgeting process
- Initiates the preparation of all needed tax documents
- Provides financial reports to the church council, finance board, and congregation
- Assists the finance board in an annual review of insurance coverages
- Coordinates drug testing and driver requirements for the church bus
- Participates in staff, church council, and finance board meetings

Other Responsibilities:

- Assists those who call or come to the church when the church secretary is away
- Maintains employee personnel files in the business office
- Assists with an audit by a CPA firm every three years

Minimum Qualifications:

- High school diploma or GED
- Proficiency with current accounting practices
- Proficiency with online banking and online financial practices

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.

Goals for the Coming Year:

- Be able to process and record church offerings (traditional and electronic) within one month of start date.
- Be able to process payroll alone within 3 months of start date.
- Within a year, be able to demonstrate an understanding of the church's accounts and funds by being able to accurately answer questions about them when reporting to others.