

## **OUR SAVIOR LUTHERAN CHURCH & SCHOOL MINISTRY DESCRIPTION**

**Title:** Business Manager

**Supervisor:** Senior Pastor

**Purpose:** To oversee the business operations and financial health of our ministry including but not limited to proper accounting, human resources, and facilities management in a manner that promotes excellence and aligns with our ministry targets. To work to attain the goals and objectives defined by the Board of Directors.

### **Minimum Qualifications:**

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church and school;
- Ability to manage and motivate others; Detail and goal oriented with a respect for people;
- Ability to develop and execute projects from conception to completion;
- Approachable and patient; Ability to think ahead and coordinate deadlines;
- Must be organized, flexible and self-motivated;
- Ability to exercise independent judgment and initiative;

### **Position Responsibilities:**

#### **Church and School Financial Procedures**

- Oversee the church and school finances, manage staff and outside financial contractors so that records are maintained and accurate financial reports are produced regularly;
- Conduct financial accounting and record keeping in accordance with LCMS or similar nonprofit principles;
- Oversee bank deposits and withdrawals;
- Develop an annual budget in conjunction with the Senior Pastor. Meet regularly with directors to review budget reports;
- Work with the Facility Manager in securing contracts and outside services;
- Provide members of the congregation with accurate and regular updates on their giving;
- Accounts Payable & Receivable;
- Prepare financial statements for the Board of Directors' monthly meetings;
- Participate in the Our Savior Lutheran Endowment Committee;
- Support stewardship teams, capital campaigns, etc. to promote Christian giving
- Manage the volunteer count team;

#### **Staff Organization and Human Resources**

- Coordinate and administer staff benefits programs;
- Maintain employee policy and procedures manuals;
- Attend weekly church staff meetings
- Assist the senior pastor and staff in long-range planning

#### **Early Childhood Supervision**

- Assist Early Childhood program and work with the Early Childhood Director;
- Assist with the extended care and summer camp programs and provide financial support;
- Assist with state requirements;

#### **Objectives for this Position:**

- Provide accurate information to Senior Pastor and Board of Directors;
- Maintain confidentiality and integrity of the ministry;
- Ensure the financial stability of the Church and School.

#### **Position Classification:**

This is a full time ministry. It is classified as exempt for the purpose of overtime compensation. This is a non-called, employment at-will relationship. There is no contract for services or for any specified time period.