

**STAR OF BETHLEHEM EVANGELICAL LUTHERAN CHURCH & SCHOOL**  
**POSITION DESCRIPTION: Part time Business Manager**

Responsibilities

The Business Manager will be responsible for supervising and maintaining all accounting functions at Star.

- Supervise all accounting functions, general ledger, revenue, accounts receivable, accounts payable and payroll.
- Provide monthly, quarterly and annual financial statements and other requested reports
- Manage and coordinate annual budget process
- Maintain adequate insurance coverage at competitive rates
- Plan Sponsor of the WELS 403(b) Shepherd Plan at Star

Qualifications

1. Should be a committed, practicing Christian who has a love for people and an earnest desire to serve Christ's church.
2. Should possess an open, friendly, personality, able to deal with the called workers, staff, and public in a congenial and Christian manner.
3. One who should have a Bachelor's degree in Business Administration, or comparable degree or several years of diversified business and accounting expertise through equivalent experience.
4. Experience with financial accounting software systems
5. Experience managing in a non-profit gap accounting system
6. Should be professional in appearance and demeanor.

Relationships

1. Responsible to the Ministry Council through the Treasurer.
2. Advisory member of the Financial Ministry Team
3. Operates within the policy set forth by the Voting Assembly and the Ministry Council.

Major Duties

**5% - Leadership Roles**

1. Meet with Financial Team Leader as needed
2. Attend, as needed, monthly Ministry Council meetings as an assistant to the Financial Team Leader and Church Treasurer
3. Serve as staff advisor to the Finance Ministry Team
4. Manage relationship with banks and lender(s)

## **70% - Accounting & Financial Reporting**

1. Manage accounting processes, general ledger and internal controls
2. Review all entries to general ledger
3. Assist in preparation of monthly financial reports
4. Assist in preparation of quarterly financial reports for congregational meetings
5. Prepare an annual financial report for all congregational activities
6. Work with the payroll coordinator on the payroll service, review and approve payroll
7. Oversee with the payroll coordinator the quarterly and annual payroll reports including W-2's
8. Provide information for the annual workers compensation audit
9. Work with the revenue coordinator to oversee and carryout the congregation's weekly banking transactions
10. Work with the counting and posting coordinator to insure all offerings get recorded and credited to members accounts
11. Work with the expenditure coordinator to insure that all bills are approved, get paid and that all financial reports are prepared
12. Work with the debt coordinator in maintaining the relationship with lenders and that any debt reports are prepared
13. Work with the payroll coordinator in the preparation of the semi-monthly payrolls and the payroll related filings
14. Oversee the Endowment Fund activities and see that any endowment reports are prepared
15. Oversee the activities and reporting related to the school choice program
16. Oversees the timely collection of all accounts.

## **10% - Budgeting/Financial Ministry Plan**

1. Team with Financial Team Leader to develop a ministry plan process and timeline
2. Gather budget data and bring together in an easy to understand format
3. Prepare a requested budget for the following year for the Financial Team Leader and Financial Ministry Team
4. Monitor progress toward receipt and expenditure plans and report to Financial Team Leader and Financial Ministry Team

## **15% - Human Resources**

1. Provide salary calculations for Calls
2. Provide assistance to Principal in determining a starting wages for a new hires per Star Compensation Policy
3. Provide assistance regarding compliance with federal and state employment laws
4. Prepare annual workers compensation payroll dollars projection
5. Manage the relationship with the health insurance provider/agency
6. Oversee the H.S.A./high deductible plan annual elections
7. Manage the relationship with the 403b provider/agency
8. Promote worker participation in the 403b plan
9. Coordinate any changes to worker benefits

10. Give direction to the called and non-called staff review process
11. Maintain salary matrices for non-called and called staff
12. Annually gather Sec. 107 parsonage allowances
13. Coordinate all federal and state reporting

**1% - Office Management**

1. Prepare and manage budget for the administrative ministry expenditures
5. Team with volunteer coordinator to increase unpaid staff opportunities

**0% - Properties Oversight**

**1% - Tuition Oversight**

1. Oversee the entire tuition billing and collection process

**3% - Risk Management and Other**

1. Risk management – secure bids on insurance coverage
2. Risk management – file insurance claims
3. Risk management – manage relationship with insurance agent
4. Statistical – coordinate the annual synod statistics report
5. Data base – extract data and prepare reports as requested
6. Data base – database - be the on-site expert of the church's financial software (Quickbooks or successor general ledger system. Paychex and Church Helpmate)
7. Data base – be the on-site expert of the school's financial billing software (Quickbooks)
8. Data base – train staff and volunteers on how to use the software
9. Data base – troubleshoot software issues with vendors support
10. Data base – manage the vendor relationship with Software vendors

**Implementation**

The priority of the part-time position will be the first three bullet points listed under responsibilities.

Any conflicts in the available time and the listed responsibilities will be addressed by the Finance Ministry Team and/or the Ministry Council.

The initial focus of the position will be to combine the financial reporting of church operations, the recording of the church savings activities and the recording of school activities into a single financial system that operates in accordance with generally accepted accounting principles that will enable the annual financial results to be audited.

One of the key goals will be to combine all significant bank accounts into a single bank account with any excess funds being managed by the business manager in accordance with any restrictions related to those funds.

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