



JOB TITLE	BUSINESS ADMINISTRATOR
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Position reports to:	Woodlake Lutheran Church Senior Pastor
Employment status:	Part-Time/Exempt
Standard Work Schedule	20 hours per week

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### POSITION OBJECTIVE

The candidate will oversee the business affairs of Woodlake Lutheran Church. They will act as a steward of the building and grounds to maintain and preserve the property for the congregation and other users. They will provide timely, efficient, and accurate bookkeeping services; manage accounts payable, payroll, electronic giving, contributions, and financial databases; prepare and present financial reports and analysis to church leadership; negotiate and oversee vendor contracts; manage building usage agreements; identify priorities and projects associated with the building and property, and coordinate and recruit volunteers to assist with general repair, maintenance, or labor associated with the use and upkeep of the property.

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### ROLES AND RESPONSIBILITIES

- **Business Management**
  - Work with senior pastor and board to develop strategy to support the church’s mission.
  - Develop processes and procedures to support fiscal responsibility in the areas of accounting, budgeting and purchasing.
  - Vendor contract management: IT, facilities maintenance, equipment, etc.
  - Work with Leadership Board officers and Commissioners to develop annual budget.
  - Update financial policies, procedures and processes as needed.
  - Perform other duties the senior pastor requests.

- Create an environment of continuous improvement by proactively soliciting feedback from employees, volunteers and members and developing improvement plans based on feedback.
- **Building Management**
  - Oversee building management and maintenance including:
    - Outside Areas: Building and Grounds: Building Exterior, Parking Lot, Landscaping.
    - Inside Areas: Building Maintenance and Service: Cleaning, Repair, Replacement.
    - Building Use & Management: Facility Use, Room Layouts, Building Management, building security.
    - Volunteer Coordination: Minor Repairs, Cleaning, Landscape Maintenance.
- **Accounting**
  - Process Accounts Payable and disburse funds as authorized.
  - Complete bank statement reconciliations.
  - Act as contact for parishioners with on-line giving, endowment & stock gift inquiries.
  - Process incoming contributions, prepare bank deposits, maintain contributor records.
  - Oversee the electronic giving process.
  - Participate in the annual internal financial audit.
  - Advise the Stewardship and Endowment Committee.
  - Complete HR documentation and maintain personnel files.
  - Monitor compliance with all government reporting procedures. (Forms 941. W-2, W-4. I-9 etc.)
  - Lead a team of volunteers who count the weekly contributions.
  - Review and submit monthly payroll for church staff.
  - Administer salary and benefits program for staff.
- **Qualifications**
  - College degree in Business, Accounting, Finance or related field.
  - CPA designation or advanced degree preferred.
  - Experience in accounting and financial management.
  - Demonstrated experience and expertise in non-profit accounting and financial oversight. Experience with faith-based organizations a plus.

- Excellent computer skills required: MS Office, church management and accounting software and a willingness to learn additional software applications.
- Demonstrated organizational skills.
- Ability to multi-task and prioritize effectively.
- Communicate to maintaining confidentiality of sensitive information.
- Ability to maintain necessary records and reports pertinent to the finance function.
- Experience managing and developing employees and volunteers.
  
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- **Characteristics**
  - Analytical and thorough
  - Detail-oriented and organized
  - Flexible and adaptable
  - Self-starter with drive and initiative
  - Positive attitude
  - Ability to work independently and as part of a team
  - Ability to establish relationships and develop trust
  - Desire to help people and support the growth of the church
  - Passion for stewardship