

LUTHER MEMORAL CHURCH

Madison, Wisconsin

Posted January 2021

Position Title: Business Administrator
Classification: Professional administrative position; part-time, hourly
Reports to: Senior Pastor

Summary:

The Business Administrator works closely with executive staff in managing the areas of finance and budgeting, insurance, office administration, and risk management. This person is responsible for following standard and acceptable accounting and business operational procedures, developing such systems and programs as necessary for the efficient functioning of the church.

Requires a bachelor's degree in business administration, accounting, or an equivalent combination of educational training and related work experience and previous management experience is preferred.

Experience with Church Management Systems software or related program preferred, along with standard office and accounting programs.

May include oversight of church information technology systems.

Specific Responsibilities:

- Maintains church operations handbook; develops and supports policies and procedures in accordance with best practices.
- Meets regularly with Senior Pastor; provides information at staff meetings; provides periodic reports to Council/congregation. Prepares/submits ELCA annual financial and parochial report.
- Partners with Administration & Finance Committee and related subgroups. Serves as key resource, provides agenda and information.
- Administers compensation and employee benefits; maintains personnel records in accordance with congregational policies and federal and state law.
- Oversees retention and archival process for legal documents such as board books, standing committee and special task force documents, Mills St/LCM minutes, church annual report, and ELCA statistical report
- Reviews/maintains adequate liability insurance coverage for church properties and operation.
- Manages church finances, including designation of restricted and unrestricted funds, financial planning, and involvement with capital campaigns. Oversees bank, mortgage, and investment accounts.
- Manages contribution/donor system; performs bookkeeping/accounting functions; maintains accurate stewardship records in coordination of reporting by staff and/or volunteers. Manages volunteers (pursers).

- Prepares timely monthly financial statements and year-end reports of the congregation and ancillary organizations (LM Foundation, LM Columbarium) to the senior pastor, congregation council, and ELCA Synod as required.
- Prepares/submits state and federal reports.
- Maintains internal control system; complies with congregational quarterly and other financial reviews/audits; as needed, consults with CPA on tax and legal issues.
- Oversees staff and vendor relationships for payroll processing and financial reporting.
- Manages disbursements to ensure timely payments to vendors and adequate cash flow. Works with Facility Manger to invoice/collect fees for building use.
- Under the direction of Senior Pastor, prepares the annual budget in coordination with the congregational council.
- Oversees selection, purchase, and maintenance of office equipment.
- Ensures coverage of office reception desk, working with Ministry Associate and volunteer receptionists.
- Other duties as assigned