

JOB DESCRIPTION

POSITION: Business Administrator

Position Purpose: The Business Administrator (BA) is to assist the pastors and principal in the administrative responsibilities necessary for the mission and ministry of Immanuel Lutheran Church, School, and Light of Christ Chinese Mission. The BA works with the Senior Pastor reporting to the Church Council. The BA will work with staff and key leadership.

Supervision: The Business Administrator serves with the supervision of the Senior Pastor and reports to the Council. Annual evaluations based on the listed responsibilities will be conducted by the Council with input from key leaders.

Responsibilities: The Business Administrator oversees the day-to-day business and financial activities of the church.

Qualifications: The BA is a faith-based position, therefore the candidate:

- a. Accepts and supports the core beliefs, values, vision and mission of Immanuel Lutheran Church.
- b. Models the lifestyle of seeking to grow as a disciple of Jesus with regular attendance in worship and participation in congregational activities as needed.
- c. A college degree in business, finance, or accounting is preferred, however, those with experience as a business administrator or similar position will be considered.
- d. Preference may be given to LCMS Lutherans.

Skills and Abilities

- a. High-energy self starter with task-oriented personality and attention to detail.
- b. Strong communication skills, both oral and written.
- c. Skilled in managing both conflict and conflicting demands on limited resources.
- d. Competence in Microsoft Office, and Window OS is necessary. Experience with Apple, Google apps, and other pertinent computer skills is helpful.
- e. Information Technology (IT) background a plus.
- f. Maintaining information and data in the strictest confidence is essential.

Physical Requirements

- a. Immanuel is a campus comprising three distinct locations/functions of ministry; coordinating the various ministries may require movement from area to area on a regular basis.
- b. The ability to lift and transport supplies/equipment weighing not more than 50 lbs.

Compensation and Benefits

- a. Salary commensurate with skills and experience.
- b. Full-time employment with benefits.
- c. Keep office hours five days a week.

- d. Attend monthly Church Council meetings and scheduled Voters' Meetings.

Church Office Management

- a. Maintain membership records through church management software.
- b. Archive minutes from Voters, Church Council, and other boards.
- c. Maintain church calendar.
- d. Perform general administrative duties for pastors.

Human Resources

- a. Maintain personnel files.
- b. Coordinate handbook and policy manuals.
- c. Coordinate employee benefits.
- d. Oversee Volunteer program and guidelines.

Communication

- a. Maintain email list for Immanuel members and recent guests.
- b. Assist in maintaining the website, and on-line presence through social media.
- c. Promote Immanuel ministries at events toward the community.

Financial Operations -working with the Church Treasurer and School Administrator:

- a. Ensure that appropriate and accurate accounting records are maintained including: accounts payable and receivable, entering entries into the General Ledger.
- b. Submit semi-monthly payroll to the online service. Submit reports to the Treasurer.
- c. Maintain individual contribution records.
- d. Generate semi-annual and year-end Contribution Statements for Stewards.
- e. Manage school financial accounts including tuition, athletics, etc.

Facilities Management -shared with Facilities Manager

- a. Secure quotes/bids for office supplies and equipment.
- b. Assist Buildings and Grounds Chairperson in securing quotes/bids for equipment/facility upgrades and maintenance.
- c. Oversee the upkeep of properties in general cleanliness and coordinate with custodian/cleaning service.
- d. Serve as contact person for Information Technology (IT)