

Business Manager Job Description

SAINT LUKE'S LUTHERAN CHURCH, 5265 NORTH UNION BLVD, COLORADO SPRINGS CO 80918

www.saintlukes-cs.org

Saint Luke's Lutheran Church is seeking an experienced, energetic candidate to fill this part-time position (3 hours per day, 4 days per week, plus up to 2 flexible hours) as **Business Manager**. The Business Manager will oversee and organize the finances of the Church and Children's Center as well as work with the Pastor on financial reporting and overall business management.

- **Office Management**
 - Office Hours are Monday through Thursday, set times to be during normal business hours and agreed upon with the Pastor
 - Order supplies as needed
 - Act as "gatekeeper" for other staff

- **Finances**
 - Perform financial functions: payroll (inputs to ADP) and bookkeeping (using QuickBooks)
 - Write checks after appropriate verification
 - Ensure budget is prepared:
 - By mid- to late September for Church, and by November for Children's Center
 - Ministry Team makes budget decisions as a collaborative effort
 - Attend Finance Team meetings monthly:
 - Coordinate with Financial Secretary for to ensure reports and information is sent out before meeting
 - Along with the Financial Secretary lead Finance Team meeting when Pastor is away

- **Children's Center**
 - Field teacher concerns, e.g., paycheck wrong
 - Keep the salary worksheet
 - Attend Children's Center Advisory Committee meetings monthly:
 - Arrange for Zoom meeting and send out link along with project tracker, financials, and enrollment (or coordinate with Director)
 - Send out information after designated member has initiated process

- **Building and Property Management**
 - Cleaning: Arrange for cleaning company to clean sanctuary carpet along with arranging for chairs to be moved out and moved back. Decide when to strip and wax floors upstairs and downstairs. Hire window cleaners about once a year (usually in spring after snow has stopped).
 - Repairs: Arrange for repairs of equipment and building, e.g., broken washing machine; ceiling lights falling down in atrium; downstairs door to garbage off hinge; better filters due to Covid-19; phone not rolling over; piano tuning.
 - Help coordinate people to take care of various maintenance issues that arise
 - Verify that insurance coverage is in place and appropriate

- **Other duties as assigned**