

**Business & Finance Manager Job Description**

**Mission: Making Jesus Known**

**Title:** Business & Finance Manager

**Reports to:** Senior Pastor

**Supervises:** Finance Assistant and all Office Support Staff

**Job Description:** Trinity Lutheran-Monroe seeks an experienced Business Finance Manager with excellent people skills, business acumen, and an exemplary work ethic. The Business Finance Manager directly supports the Senior Pastor on all financial and operational matters. The Business Finance Manager is responsible for reporting and financial management of church and school operations, knowledge of human resource and insurance matters, and oversight of information technology services and facilities management.

**Qualifications**

* Education: bachelor's degree or equivalent experience in business required (preferably finance or accounting Five years in the management of an ongoing business entity desired.
* Has a thorough understanding of nonprofit accounting, bookkeeping and financial management.
* Understanding of clergy taxes desired.
* Demonstrates strong oral and written communication skills.
* Demonstrates strong organizational, problem-solving, and conflict resolution skills.
* Basic technical competence (general computer maintenance, network.)
* Excellence in computer skills in financial software, spreadsheets, and word processing.
* Able to work with church, school and volunteer staff in a professional manner.

**Primary Duties and Responsibilities**

1. **Office Management Responsibilities**
   1. Supervise the activities and responsibilities of office staff.
   2. Develop and maintain an effective system of internal controls.
   3. Develop and maintain the office budget.
2. **Financial Responsibilities**
   1. Manage the financial guidelines of Trinity Lutheran (church, school, early childhood, childcare.)
   2. Review all financial transactions (accounts payable, payroll, deposits, journal entries.)
   3. Manage dedicated and restricted funds.
   4. Process payroll and all related tax returns.
   5. Prepare monthly financial statements.
   6. Coordinate and prepare yearly budget in cooperation with the senior pastor and principal.
   7. Coordinate, prepare for, and lead the annual audit.
   8. Manage property, liability, and workers’ compensation insurances, and all claims.
3. **Human Resources Responsibilities**
   1. Coordinate development of current job descriptions.
   2. Train supervisors in effective and legal interviewing.
   3. Support supervisors through human resource training and procedures.
   4. Maintain payroll files.
   5. Manage the health insurance plans provided for employees.
   6. Manage retirement, disability and life insurance plans provided for employees.
   7. Assist with exit interviews with staff leaving for any reason.
   8. Provide training for legal behavior expectations and regulations.
   9. Coordinate annual employee evaluations and assist the senior pastor and principal in resolving staff conflicts when necessary.
4. **Facilities Management Responsibilities**
5. Develop and maintain an inventory of church property for insurance and valuation purposes.
6. Coordinate special facility projects, including negotiation with and contracting vendors.
7. Maintain a list of ongoing facility vendors and coordinate services needed.
8. Contract negotiation and follow through for events and facility rentals.
9. Coordinate custodial staff to maintain a clean campus.
10. Coordinate volunteers and venders to maintain functioning facilities.
11. **Partner with the Senior Pastor in assigning new duties as they arise.**

Job Type: Full time salaried position

Pay: $49,000 per year

Benefits:

* Health insurance
* Dental Insurance
* Paid time off
* Death Benefits
* Retirement
* Tuition Assistance (for attending Trinity)