

LUTHERAN CHURCH OF OUR REDEEMER  
2001 2<sup>nd</sup> St. NW  
WATERTOWN, SD 57201

JOB DESCRIPTION – BUSINESS MANAGER

*October 21, 2020*

GENERAL DESCRIPTION

1. In order that Lutheran Church of Our Redeemer may be faithful to its identity and mission, it calls a pastoral staff to full service in the Office of Word and Sacrament Ministry. The church calls lay persons to full time and part time service in specific areas of the congregation's ministry.
2. Each lay staff member is called to serve specific functions of the congregation's ministry. These specific tasks are vital to the life of the congregation.
3. It is expected that the lay and pastoral staff members of LCOOR live a life consistent with the Christian faith, care for their physical/emotional/spiritual life, foster their relationships and "family" life, grow in their personal and professional life and celebrate life as a gift from God.
4. The Business Manager must be highly computer literate and able to quickly learn the church accounting software (QuickBooks) and the church database software (Shepherd's Staff).

RESPONSIBILITIES

- A. Deposits the income of Lutheran Church of Our Redeemer. Works with volunteers to count the offerings of the church. Maintains giving records of its members.
- B. Prepares purchase orders for bills and then pays those bills according to the budget as approved by the congregation.
- C. Manages the following accounts: General Account, Dedicated Account, Scrip Account, Care Fund, & Trust/Memorial Account.
- D. Runs payroll twice a month. Keeps track of employee vacation & sick leave. Deposits payroll taxes. Prepares 941's. Prepares and submits W-2's, W-3 and 1099's. Collects W-4 and I-9 information from new hires. Keeps employee, pastoral, & financial information confidential and secure. Maintains non-profit status by filing proper paperwork.
- E. Prepares monthly and annual reports of the finances of Lutheran Church of Our Redeemer for the Church Council and the congregation.
- F. Serves as purchasing agent for custodial and other supplies.
- G. Maintains the Simply Giving Program through Vanco Services.
- H. Works with the Stewardship Committee re: meetings and Stewardship Drive.

- I. Works with insurance. Prepares and submits claims, meets with our insurance company and a committee periodically to review our policy to insure that we have adequate coverage. Prepares for a worker's comp audit each fall.
- J. Works with staff members to develop budgets for their areas.
- K. Attends weekly staff meetings.
- L. Supports the Administrative Secretary in his/her role, as time permits, to answer the phone and welcome people to the office when the Administrative Secretary is away from his/her desk or is otherwise occupied.
- M. For security purposes, maintains records of which staff and members have church keys.

#### 4. RELATIONSHIPS

- A. Works in a spirit of mutual cooperation, mindful of the other staff member's responsibilities and roles; and to fulfill the holistic nature of the congregation's ministry and life.
- B. The Business Manager shall be supportive of the Identity, Mission, Goals, and programs of the congregation.
- C. Reporting relationship - The Business Manager is responsible to the Senior Pastor.

#### 5. OTHER DUTIES

- A. Perform other duties as may be needed to fulfill these responsibilities.

#### 6. OTHER CONDITIONS OF EMPLOYMENT

- A. This is a bonded position.
- B. A background check will be required.