

**Position Title:** Business Office Associate

**Report to:** Business Manager

**The Organization:** The Lutheran Church-Missouri Synod's Northern Illinois District, headquartered in Hillside, Illinois, is 200 plus congregations that span 24 counties in the northern one-third of Illinois. Effective August, 2022, the office will be located on the campus of Concordia University – Chicago, River Forest, Illinois.

**Job Summary:** Clerical, data entry and support functions for the district office, part time: 20-25 hours a week.

**Essential Responsibilities:**

- Assist the Accounting Department with preparation of reports, assessments and other projects as needed.
- Data entry, data updating for Donor Perfect Database
- Gift/payment processing for Donor Perfect Database
  - Utilize batching process for data entry
  - Produce thank you/acknowledgement letters
- Produce standardized reporting through Donor Perfect Database using standard templates and filters
- Prepare and produce mail merges as directed
- Prepare periodic statements and mailings to congregations and or/individual donors
- Assist in answering phones as needed
- Responsible for internal mail distribution as well as outgoing mail.
- Assist other District staff with various projects, analysis & assignments as required

**Skills: (Required and Preferred)**

- Proficient with all Microsoft office programs (required), particularly Excel & Word
- Database experience helpful (preferred)
  - Comfortable learning varied computer programs
  - Accuracy in data entry a must
  - Willing and able to learn new programs.
- Mail machine knowledge (preferred)
- Car needed for post office deliveries (required)
- Need to be able to carry large mail bins on occasion
- Confidentiality – will be working with financial information (required)
- Desire to help the “team” and willing to put forth extra effort or time if needed. (required)
- Strong Christian faith
- Outgoing, friendly “personality

This organization does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age or disability, except with respect to positions that fall within the ministerial exception. Because we are a church body, The Northern Illinois District of The Lutheran Church–Missouri Synod retains the right to give preference in hiring to persons who are members in good standing of an LCMS congregation