



St. Michael Lutheran Church & School

7211 Oakland Drive, Portage, MI 49024

269-327-7832 • www.mightymessengers.org • stmikeschool.org

NOTICE OF VACANCY

Posting Date: October 1, 2026

Reports To: Senior Pastor

Position: Business and Finance Manager

Salary: Salary Range: \$55,000 - \$60,000
Commensurate with experience and education.

Location: St. Michael Lutheran Church

Deadline: October 31, 2026

Application process for external applicants: For full consideration, please send your resume, cover letter and 3 reference letters to Rev. Dr. Paul R. Naumann, Senior Pastor at St. Michael Lutheran Church or email to naumann@mightymessengers.org

General Description of Duties: This position involves oversight of the financial and confidential business matters of the church. It includes hands-on processing of journal entries, paying invoices, maintaining the general ledger, and creating reports to share with the other managers. It requires regular contact within and outside the church, supplying and seeking information tactfully and with discretion, and monitoring of compliance with administrative policies and procedures.

Under general supervision is responsible for the following:

Facilities Management

- Ensure all routine church office functions are accomplished in a timely and effective manner.
- Oversee maintenance and purchase of equipment and supplies.
- Manage and direct the work of the custodial staff with the assistance of the Board of Church Properties, and conduct annual performance reviews of these positions.
- Contact appropriate vendors for maintenance issues.
- Oversee the facility usage schedule, rental payments, and administer appropriate security measures for specific events.
- Participate in matters pertaining to the Board of Properties occurring during normal business hours.
- Oversee the use of church software systems, working with the IT Coordinator as appropriate, advising on upgrades, etc., as needed for the volume of data.

Accounting and Financial Management

- Oversee the storage and reporting of member contributions and financial records according to governmental requirements.
- Oversee the payroll process and ensure that related tax payments and reports are completed.
- Process payment of invoices, billing, and tuition with proper approvals and timeliness.
- Prepare, review, and analyze monthly Financial Statements, making sure all accounts are reconciled.
- Oversee the process of the Tellers to ensure accuracy.
- Participate in the annual financial audit/review.
- Manage and lead the annual budget process with the Stewardship Board, Parish Planning Council and Voter's Assembly.

- Process, review, and report on the billing and cash receipts for the school and childcare.
- Attend various meetings as assigned.
- Accept the financial oversight of the elected congregational Treasurer for accountability.
- Work with the Board of Stewardship in program development and budget preparation.

Human Resources

- Coordinate the presentation of employee benefits to all employees and to the Compensation Committee.
- Recommend and oversee the implementation of staff policies developed by the Compensation Committee, including salary adjustments, and revise the manual accordingly.
- Assist in hiring and terminating non-called staff as needed.
- Stay abreast of government personnel regulations affecting the church.
- Revise the employee manual and other hiring forms as necessary.

Qualifications:

- One who believes the Bible to be the inspired, inerrant Word of God.
- A sincerely caring heart for people in the congregation and in the community.
- Skilled in organization, including the ability to train, coordinate, motivate, and supervise others.
- Ability to motivate volunteers and facilitate their effectiveness in ministry.
- Solid experience and strong skills in accounting, financial management, and administrative organization.
- Ability to work effectively and supportively with others in and outside the church family.