



IMMANUEL
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BUSINESS & OPERATIONS ADMINISTRATOR

*As a member of the Pastor's Staff in this congregation, the **Business & Operations Administrator** is a person dedicated to the overall ministry of Immanuel Lutheran Church and School ("ILCS"). It should be his/her desire to see that his/her position glorifies the name of Jesus the Christ through both word and action. Further, he/she should seek the use of his/her Spiritual Gifts as a means of equipping others so that all might better be involved in doing the work of ministry.*

Ministry in Life and Conduct

1. He/She should be faithful in his/her use of the Word and Sacrament.
2. He/She should have his/her house in order as a means of witnessing to Christ's lordship in his/her own personal affairs.
3. He/She should be a good steward of time, talents, and treasures as a staff member in this Christian congregation; one who practices tithing, is in worship, in Bible study, and demonstrates the Christian faith.

Responsibilities

Responsibilities of the Business & Operations Administrator generally fall under three categories – Financial, Human Resources, and Operations.

General

- Member of Lead Staff.
- Member of Executive Staff.
- Ex-Officio (non-voting position) to Church Council.
- Member of the Endowment Committee.
- Any other duties deemed necessary.

Financial

- Oversee the big-picture financial operations of ILCS, develop, and maintain systems for handling finances that are accountable, efficient, and accurate.
- Maintain and develop as necessary financial procedures and policies that align with best practices.
- Provide monthly, quarterly and yearly departmental financial reporting and forecasting.
- Directly oversee the financial and facility budgets.
- Coordinate and work with appropriate departments to develop yearly operational budget and forecasts.
- Oversee the daily operations and financial functions of the business office such as payroll, receivables and payables.
- Work in partnership with the Executive Staff to develop and implement long-range financial goals.
- Strategize and develop opportunities to grow ILCS through giving and other opportunities.
- Coordinate and execute the yearly financial review of the financials.
- Represent finances at all voters' meetings.
- Manage endowment and investment funds.
- Evaluate the insurance needs of ILCS and secure proper liability and other coverage.



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Human Resources

- Coordinate and be liaison with Concordia Plan Services for benefit administration.
- Research legal, tax and employee matters.
- Coordinate with legal council, should any legal action be necessary.

Operations

- On call for emergencies, including after hours.
- Oversee and coordinate daily facility and maintenance needs, and execute based on the procurement policy and procedures.
- Oversee use of the facility, including facility rentals, and be liaison with renter as needed.
- Oversee and negotiate all contracted services, including annual maintenance contracts.
- Ensure all facility inspections are completed in a timely manner to ensure compliance with all licensing and building requirements.
- Determine and initiate the proper action to be taken in order to effectively and expeditiously complete repairs and assuring sound maintenance practices, and priority and urgency of maintenance operations.
- Oversee and responsible for the overall direction, coordination, and evaluation of the Maintenance, Grounds, and Custodial services.

Responsibility and Accountability

1. He/she shall be responsible to and report to the Senior Pastor and Church Council.
2. Attendance is expected at various congregational and committee meetings, as related to this position.
3. Attendance is expected at various ministry events, as member of Lead Staff.
4. Direct supervisor to the Groundskeeper, Business Office Specialist, and Facilities Specialist.

Qualifications

1. Minimum of bachelor's degree, preferably in business, finance, or accounting.
2. Knowledgeable with QuickBooks software and accounting principles.
3. Knowledgeable with financial forecasting and analysis.
4. Knowledgeable with non-profit accounting principles.
5. Skilled in communication and reporting financial status, and also financial strategic planning.
6. Skilled in the areas of communication, organization, and leadership.
7. Skilled in project management and multi-tasking on a daily basis.