

Christ the King Lutheran Church, Sherwood, WI, seeks a Business Manager to manage all accounting and finance functions for the church. Major duties of this position include but not limited to: maintain accurate records of all revenue and expenditures of the church, prepare regular reports, compile annual budget based on input from teams; provide data to teams as needed for budget preparation; assist staff and team leaders with budget/expense questions throughout the year, supervise activities of the counting team, verify vendor bills, prepare vouchers, pay bills semi-monthly, and prepare/process payroll and required tax reports. This position is budgeted for 10 hours per week. The actual schedule is flexible.

Accounting education and/or equivalent experience in related business field required. Please contact Pastor Doug Holtz (dholtz@christthekingsherwood.org) for more information and to forward a resume.