

Business Manager Job Description

Primary Duties and Responsibilities

Spiritual Leadership Duties and Responsibilities

1. Ensure the business of the church is being handled in a way that “what honorable not only in the Lord’s sight but also in the sight of man.”

Organizational Direction Duties and Responsibilities

1. Ensure that appropriate and accurate accounting and membership giving records are maintained.
2. Administer Concordia Plan Worker Benefit Program.
3. Ensure that appropriate and adequate insurance coverages are in place.

Supervisory and Leadership Duties and Responsibilities

1. Oversee the development program of the church including:
 - Bequests/memorials
 - Deferred giving
 - Trust funds
2. Recruit, screen and recommend candidates for support staff positions.
3. Maintain accurate, up-to-date personnel files.

Fiscal Stewardship Duties and Responsibilities

1. Coordinate development and preparation of the church budget.
2. Coordinate and monitor purchasing of equipment, furniture, supplies and other items.
3. Research, evaluate and sign all financial commitments and contracts.

Technology Duties and Responsibilities

1. Help develop an ongoing stewardship program through administering electronic and online giving.
2. Ensure church technology continue to be up-to-date with proper registration and use of software.

General Responsibilities

1. Work with appropriate staff and volunteers to carry out the church’s business affairs.
2. Attend board meetings as requested for informational purposes.
3. Other Duties as assigned.