

# **BUSINESS MANAGER**

*Updated 6/7/2022*

First Lutheran Church  
912 Lake Avenue  
Detroit Lakes, MN

## **Position Description**

**Position Title:** Business Manager  
**Status:** Exempt – Full Time  
**Reports to:** Lead Pastor  
**Benefits:** As defined in the Employee Handbook

**Primary Objective:** This person will provide support and coordination for administrative, financial and property management, as a dedicated individual committed to First Lutheran Church.

### **Expectations and Responsibilities:**

#### **Financial Management:**

- Maintain accurate, detailed records of all financial based activities of the church and to ensure the church is in compliance with state and federal laws and regulations.
- Oversee the receipts, deposits and disbursement of all church funds including the posting of all pledges and donations, sending quarterly and year-end giving statements to the donors.
- Manage the daily operations and expenditures in accordance with the budgetary guidelines as approved by the congregation.
- Oversee the administering of the staff payroll.
- Reconcile records with the bank statement. Coordinate with the CPA, Financial Institutions, Council Treasurer and report monthly to the Vision Council.
- Coordinate the development and preparation of the annual budget for approval by the Vision Council.

#### **Administrative:**

- Provide support and communicate with personnel, staff, congregation members, and community.
- Follow the policies and guidelines of First Lutheran Church Constitution, Bylaws, and Employee Handbook.
- Maintain Personnel files and PTO log for all staff.
- Coordinate ministries of FLC to create efficiencies that will benefit the staff and the congregation.
- Attend the Executive, Vision Council, staff meetings, and attend ministry meetings as needed or requested by the Lead Pastor.
- Prepare and submit reports as needed or required to the NWMN Synod.

#### **Property Management:**

- Coordinate church property needs, facility usage, cleaning and maintenance.
- Obtain advice on building maintenance, legal, business and tax matters as needed for the benefit of FLC.
- Communicate property needs with the Buildings & Grounds committee and assist by coordinating maintenance, attending meetings if requested, and solicitations.

**Qualifications**

- Experience in accounting, business administration, or management required.
- Bachelor's degree in a related field and non-profit financial knowledge preferred.
- Ability to communicate with leadership, staff, ministries, and members of the congregation.
- Experience with Document Management, and strong organizational skills.
- Fluency with Microsoft Office tools such as Excel and Word.
- Previous experience with Breeze or ParishSoft preferred but not required.

**Schedule**

- Monday – Friday
- Hours 8:30am – 4:00pm

**Office Location**

- First Lutheran Church

# Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, religion, sex, age, national origin, disability, marital status, or any other legally protected category which the Church is obligated to recognize.



912 Lake Avenue, Detroit Lakes, MN 56501  
 Phone: 218-847-5656  
 Fax: 218-847-7009  
 www.firstlutheranchurch.com

<b>HR USE ONLY</b>
Applicant # _____
Position _____

## PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Position Desired	Telephone Number		Email Address	
Date you can start work	Salary Desired		Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/>	Days <input type="checkbox"/>	Swing <input type="checkbox"/>	Status: Regular <input type="checkbox"/>
Part Time <input type="checkbox"/>	Evenings <input type="checkbox"/>	Graveyard <input type="checkbox"/>	Temporary <input type="checkbox"/>
Weekends <input type="checkbox"/>			
Are you authorized to work in the U.S. on an unrestricted basis? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, explain:			
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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## REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?      Yes       No       N/A

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

