

**Christ Lutheran Church in San Diego seeks a  
Business Manager**

**Major Duties:** Responsible for: managing financial records; contributions, accounts payable, monthly, quarterly and annual reports, budget, tax records and insurance; oversee purchases, expenditures, and contracts; responsible for human resource/personnel supervision; property and facilities oversight. Resource volunteer leadership as needed.

**Skills:** Demonstrated accounting, record keeping, organizational and administrative skills.

Demonstrated interpersonal and relational skills including sensitivity, diplomacy, confidentiality and willingness to serve as part of team-based ministry

**Hours:** Monday - Friday, 40 hours/week, some evenings may be necessary

Send resume by mail to Rev. Richard Rollefson, Christ Lutheran Church, 4761 Cass Street, San Diego, CA 92109 or email [clcsd@christpb.org](mailto:clcsd@christpb.org).

**Business Manager  
Job Description  
Christ Lutheran Church, San Diego, CA**

**A: Contributions**

1. Enter and maintain record of pledges
2. Coordinate with and oversee volunteer counters who process weekly contributions
3. Enter contributions into general ledger
4. Enter regular contributors into the Shelby system
5. Print and distribute quarterly statements to contributors
6. Acknowledge non-cash donations (stock, in kind)
7. Order contribution envelopes, assign numbers, mail to members in December

**B: Accounts Payable**

1. Process invoices and check requests for timely payment: sign, obtain second signature and disburse checks
2. Maintain records of payment: check back-up, general ledger, reports
3. Transfer funds from money market to checking account as needed
4. Administer petty cash fund

**C: Monthly Reports**

1. Make sure all entries have been posted to the general ledger
2. Reconcile all bank statements to the general ledger (coordinated with finance committee member)
3. Run a detail ledger and check for errors. Make journal entries as needed to correct
4. Distribute check register, balance sheet, income statement and designated fund summary to treasurer the first week of the month.
5. Prepare fund summary and financial reports for executive committee
6. Prepare fund summary and financial reports for finance committee and council
7. Attend finance committee meeting and present any issues that need finance committee input.
8. Provide financial information to staff, committee chairman upon request
9. Communicate attendance and offering records to editor of The Good News

**D: Annual Reports**

1. Make final entries and corrections to general ledger and contributions
2. Run annual reports:
  - a. Contributions
  - b. Detail ledger
  - c. Check register
  - d. Vendor summary
  - e. Invoices by vendor
3. Close the year end contributions and finance modules
4. Prepare finance reports for Congregational Annual Report
5. Provide records for Audit Committee
6. Box and store previous year's records in archives
7. Prepare financial section of Parish Report (by March 15<sup>th</sup>)

**E: Budget**

1. Work with finance committee to prepare budget for coming year.
2. Provide analysis of records for previous year and forecasts for subsequent year.
3. Input new budget in computer system

**F: Tax Records and Forms**

1. Pay property taxes in April and December
2. Fill out and return Welfare Exemption Claim form by February 15<sup>th</sup> each year
3. Fill out and return Business Property Statement by February 15<sup>th</sup> each year
4. Fill out and return Domestic Nonprofit corporation with fee by April 30
5. Fill out and return any other official forms that are required

**G: Insurance**

1. Pay all premiums on a timely basis
2. Provide records for Workers' Compensation annual audit
3. Make sure independent contractors have Workers' Comp coverage and keep appropriate documentation on file

**H. Human Resources/Personnel Supervision**

1. Responsible for orientation of new hires, email set-up, issuance of keys, personnel policies  
Make sure new hires have completed all required documents; Set up employee records on ADP website
2. Assist in the interviewing and recommendation for hiring of all office support staff
3. Coordinate all personnel records relevant to vacation, sick leave, personal days, etc.
4. Keep Job Description current
5. Maintain 1-9 reports for all employees as well as W-4's
6. Make sure ADP reports all new hires immediately
7. Make sure ADP files quarterly payroll reports DE6 (state) and Form 941 (federal) with payroll withholding and employer payments
8. Make sure ADP files annual payroll reports and issues W-2 forms for all employees
9. Prepare and file 1099-Misc forms for all independent contractors who were paid \$600.00 or more during the year for their services
10. Track hourly employee's hours worked, pay rates, paid time off
11. Enter payroll on ADP website at least three days before the 15<sup>th</sup> and 30<sup>th</sup> of the month
12. Record pay checks in general ledger
13. Distribute checks to employees
14. Maintain payroll and tax reporting records

**I. Daily Office Operations**

1. Meet weekly with the Lead Pastor
2. Develop and maintain effective office procedures and working methods
3. Maintain records and files
4. Set up a schedule for upgrading computing equipment with the Information Technology Administrator
5. Maintain contracts for office equipment
6. Work with Open Door Books re budgets and contracts
7. Oversee all purchases and approve all expenditures
8. Keep Policies and Procedures manual current
9. Work with committees that have their own budgets

**J. Property**

1. Receive requests and make decisions regarding building usage
2. Work with the Property Task Force
3. Oversee and coordinate all CLC facility repairs, including parsonage
4. Manage all service contracts
5. Manage and oversee Independent Contractors
6. Establish and maintain an inventory control of property and assets (Volunteer participation)

**K. Vehicles**

1. Approve usage of church vehicles
2. Oversee mileage and maintenance logs
3. Oversee upkeep and repairs
4. Prepare and send quarterly reports to Lutheran Social Services

**Requirements**

- Expressed willing to be dedicated to the mission of Christ Lutheran Church
- Excellent administrative abilities, demonstrated excellence in organizational skills

- Excellent interpersonal and relational skills including being able to work one on one with the Lead Pastor and as a part of the team
- Excellent communications skills
- Expressed willing to serve as a part of a team-based ministry
- Demonstrated record of flexible and ability to work effectively in an ambiguous environment.

**Accountability**

- This position will be supervised by and accountable to the Lead Pastor.

**Hours**

- 40 hours weekly (evenings and weekends may be necessary)

**Benefits**

- Benefits and work policies will be in accord with the personnel handbook for Christ Lutheran Church

10/15/08