

**ST. PETER LUTHERAN CHURCH & SCHOOL  
SCHAUMBURG, ILLINOIS**

***BUISNESS MANAGER***

**ACCOUNTABLE TO THE SENIOR PASTOR**

**PURPOSE:**

Provide overall direction for the Church and School in areas of financial affairs of the church and school.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1) Ensure that appropriate and accurate accounting of all financial accounts are maintained including:
  - Accounts payable and receivable
  - Payroll and Employee Benefits
  - General Ledger
  - Monthly financials to the Senior Pastor
  - Monthly reconciliation of all bank accounts
  - Payroll Tax reporting & management
  - Tuition and school fee income
  - Cemetery income
- 2) Conduct a Payroll Audit each October
- 3) Weekly accounting of donations and deposits to the bank.
- 4) Deposit all tuition, childcare, and summer daze payments and post to general ledger
- 5) Coordinate, develop and prepare the annual Church budget
- 6) Coordinate and monitor the purchases of all items for ministries
- 7) Weekly meetings with Senior Pastor informing and discussing all above issues.
- 8) Research and evaluate all financial commitments and contracts and present these findings to the M/M Council
- 9) Ensure that appropriate and adequate insurance coverage's are in place & requoted every two years including:
  - Workers compensation
  - Property/Casualty
  - Liability
- 10) Submit detailed monthly reports to each ministry leader.
- 11) Work with the appropriate committees, officers and leaders in carrying out the business affairs of the Church
- 12) Attend all staff meetings
- 13) Cooperate with the Senior Pastor by performing any other duties when asked to do so
- 14) Pray for the staff and members of St. Peter

Position Requirements:

- Strong Christian background
- Background in business/accounting
- Displays ability to understand, interpret, and create financial reports.
- Experiential focus in one of the following disciplines: accounting, bookkeeping, business administration,
- Excellent communications, management, and organizational skills
- Flexible hours that accommodates the multiple responsibilities within the organization

Salary and Benefits:

- Salary commensurate with experience
- Concordia retirement and health plan benefits offered