

Title: Business Administrator, Calvary Lutheran Church (Richland Hills)

Purpose: To administer the accounting function and the business transactions of the church in the best interest of our congregation.

Accountability: Reports directly to Church Council and the Finance Committee. Church Council's appointment and supervision of salaried lay staff are facilitated by Council President with input and coordination with Pastors. Incumbent is expected to comply with all policies and procedures of Calvary Lutheran Church. The duties and expectations reflect the essential responsibilities of the position and are not to be construed as all-inclusive. Performance in the role will be evaluated on both the spirit and letter of this job description.

Duties and Expectations:

- 1) Prepare monthly financial statements
 - i) Record accurately and timely all financial transactions
 - ii) Present summary of financial results to Finance Committee and Council (if requested)
 - iii) Identify and explain material variances and notable trends

- 2) Manage routine transactions related to the business of the church
 - i) Manage disbursements in accordance with applicable policies and procedures. Disbursements include but are not limited to: invoiced goods and services, church credit card transactions, reimbursement requests, payroll, etc.
 - ii) Ensure gifts and memorials are recorded and acknowledged appropriately
 - iii) Accurately record and convert contributions of stock and other financial instruments
 - iv) Monitor bank accounts and recommend movement of funds between accounts as needed
 - v) Interact with vendors as necessary to clarify payments due, confirm receipt of merchandise/services, secure documentation, etc.
 - vi) Manage all electronic giving.

- 3) Support Finance Committee, Council and other ministries in fulfilling their responsibilities
 - i) Review and provide feedback for policies and procedures
 - ii) Perform financial analysis
 - iii) Assist with evaluating options from a financial or accounting perspective
 - iv) Educate and assist with interpretation of financial reports
 - v) The following require express prior consent from the Finance Committee:
 - (1) Entering, modifying or terminating agreements
 - (2) Initiating or notifying of intent to initiate claims/reports to licensing entities, government agencies or organizations such as the Better Business Bureau

- 4) Other Duties
 - i) Identify situations that may require review by specialized experts and notify Finance Committee and/or Council accordingly
 - ii) Attend monthly Finance Committee meetings
 - iii) Attend monthly Council meeting for Financials and for other agenda items upon request of President, Vice President or Secretary

- iv) Attend other congregational meetings as needed
- 5) Expectations
 - i) Fulfill job duties in compliance with the spirit and letter of Calvary's financial policies and procedures, designed to provide efficient and effective internal control safeguards for conducting the business of the church.
 - ii) Ensure privacy and confidentiality in all matters
 - (1) Protect information acquired intentionally or inadvertently
 - (2) Only seek information required to perform the essential duties of the position
 - (3) Avoid situations or circumstances that may create a perception of involvement or knowledge beyond the scope of the position. For example, the Business Administrator should not participate in the regular counting, depositing or recording of offerings.
 - iii) As an employee of Calvary, all communication is a reflection of the congregation and our ministry. As such, the incumbent is accountable for ensuring his/her words and actions:
 - (1) are truthful, consistent and transparent
 - (2) demonstrate dignity and respect for others
 - (3) are in the spirit of working together towards a common goal
 - (4) display a collaborative style of resolving differences and reconciling perspectives, focusing on the issue at hand and striving for consensus/compromise ("win-win")
 - iv) It is considered a conflict of interest to request or accept monetary compensation, or lavish nonmonetary gifts, in exchange for goods or services purchased on behalf of Calvary.

Skills/Qualifications:

- 1) Technical
 - i) 5 years business experience in general ledger accounting and budgeting ([experience with Shepherd's Staff a plus](#))
 - ii) Strong organizational skills
 - iii) Proficient in building budgets and performing analysis using Microsoft Excel®
- 2) Personal
 - i) Reliably demonstrates strong integrity and professionalism
 - ii) Treats others with dignity and respect
 - iii) Demonstrates ability to work well with others, handling complex situations and diverse personalities with diplomacy
 - iv) Works efficiently and effectively with limited supervision
 - v) Demonstrates respect of his/her position as a vital ministry in the Lord's Church

Hours/Compensation:

- 1) 16-20 hours per week, Flexible schedule
- 2) \$18-\$20 per hour, commensurate with experiences