



**Our Savior's**  
LUTHERAN CHURCH

## BUSINESS ADMINISTRATOR

**POSITION OVERVIEW:** Manage the business operations of the church, implementing and overseeing financial, human resources, and general operations to achieve our mission objectives. Partner with Pastors, staff, council, and committees on budgeting, contracting and service needs, and analysis and reporting.

### PRIMARY RESPONSIBILITIES:

- Ensure compliance of financial policies of the church, in cooperation with the Financial Secretary and Finance Committee.
- Review and approve monthly financial activity and reports. Oversee cash flow, billing, expenses, and conduct financial reviews.
- Monitor the annual budget, ensuring accurate data collection and coding; run related reports and provide monthly updates to Church Council.
- Stay abreast of human resources related laws and best practices working with the Personnel Committee on implementing necessary changes.
- Manage employee benefits, HR programs and policies, and employee and volunteer records management.
- Contribute to the everyday operations of the office working collaboratively with administrative support staff.
- Oversee the development and publication of the annual report, compiling various data and church activity.
- Manage the church's records management systems, regularly updating congregational data and creating reports.
- Coordinate the maintenance and use of office equipment, computer systems, supplies, and related contracts.
- Manage facility and vendor contracts and insurance and warranty coverage for all facets of the organization, in partnership with Facilities Coordinator and Property Team.
- Serve as an acting member of the Root Table committees (Property, Personnel and Finance).

### QUALIFICATIONS:

- High School diploma or equivalent; related bachelors degree preferred.
- Intermediate computer skills with experience in Microsoft Word, Excel, and email. Ability to learn church software programs.
- Demonstrated experience in financial management, budget oversight, and reporting.
- Prefer working knowledge of human resources policies, laws and benefits.
- Analytical, problem-solving, and decision-making skills.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality.
- Availability to attend meetings outside of regular working hours, as needed.

The above statements are intended to describe the general nature of the work for this position. It is not an extensive list of all duties or responsibilities that may be required of the employee in this position.

*faith grows here.*

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[www.oursaviorsfbo.org](http://www.oursaviorsfbo.org)

*Apply Today*

Submit a resume and cover letter to  
**[CHURHCOUNCIL@OURSAVIORSFBO.ORG](mailto:CHURHCOUNCIL@OURSAVIORSFBO.ORG)**