

Business Manager

First Lutheran Church & Circle of Love Preschool

Full-Time | Exempt | On-Site

Role & Function

The Business Manager is a senior teammate responsible for carrying out the Vision and Mission of FLC/COL: "Connecting Hearts, Discovering Purpose in Christ," instilling established values within the ministry culture.

They are primarily responsible for managing and coordinating all business functions, including Financial Management, Human Resources, Records Retention, IT, A/V Coordination, Safety & Security, and Property/Facilities Management. The Business Manager assists leadership in establishing sound business principles and policies carried out by staff daily.

Oversight & Supervision

Reporting Line: The Business Manager reports directly to the Pastor.

Evaluations: Conducted at the end of a 3-month probationary period and annually in August/September.

Professional Growth: The Business Manager shall consistently engage in continued education for professional development.

Duties & Responsibilities

A. Financial Management

- Oversee day-to-day accounting functions (AP/AR) and cash flows for the church, preschool, and rentals.
- Maintain the General Ledger, monthly income statements, balance sheets, bank accounts, and investment/tax reporting.
- Maintain individual contribution records.
- Ensure optimal execution of financial strategy, set fundraising goals, and oversee fundraisers.
- Review budgets and propose revenue targets based on the current economy.
- Lead the annual budget draft with the staff.
- Ensure financial audits are completed and manage all subscriptions, licenses, contracts, and insurances.
- Prepare financial reports for the Council in coordination with the Treasurer and Financial Secretary
- Issue all preschool tuition invoices and process payments; maintain accurate billing records in coordination with the School Director. Tuition rates, fee schedules, and payment plans are set collaboratively with the School Director, subject to final Pastor approval.
- Process any additional parent charges (e.g., late fees, field trips, special programs) as initiated by the School Director; both parties must align before a charge is issued to a family.
- Monitor and follow up on outstanding school and other program (Shining Stars) balances; inform the School Director of delinquent accounts that may affect enrollment status, or inform the program lead on unpaid program fees, and collaborate on resolution before any action is taken.
- Provide the School Director with a monthly summary of school revenue, outstanding balances, and enrollment-related financial activity to support operational planning.

- Research and apply for grant opportunities for anything relevant to designated programs or projects

B. Human Resources

- Oversee and conduct Payroll and Benefits management.
- Maintain personnel records, including disciplinary processes and staff evaluations. Ensure all processes are followed by Administration consistently
- Oversee the onboarding process and ensure all required documentation is collected.
- Manage staff and operational and volunteer handbooks, updating annually.
- Participate in interviews for all open positions.

C. Institutional & Legal Records Retention

- Maintain updated Church and School records, including Voters' Assembly/Council/Board minutes, financials, and contracts.
- Manage established policies, procedures, and membership statistics.
- Manage school statistics in coordination with the School Director.

D. Information Technology & A/V

- Manage the website and management software (QuickBooks, Subsplash, Procare).
- Coordinate with IT contractors and provide immediate technical support to teachers as required.
- Oversee the A/V Lead and volunteers for all necessary events.
- Manage upgrades to the A/V system and setup.

E. Safety, Security & Property

- Manage the Visitor's Policy and security systems.
- Draft and recommend Safety, Security, and Business *operational* policies to Pastor
- Draft and recommend Safety, Security, and Business *governing* policies to pastor for the governing body to consider
- Lead the ongoing improvement of campus security measures.
- Handle day-to-day property and facilities emergencies and needs by coordinating their resolutions.
- Coordinate property upgrades with the Board of Trustees in alignment with the master plan and governing approved projects/capital improvements.

F. Other Administration

- Attend weekly staff meetings, specialty meetings with the Pastor, and when necessary, monthly meetings for the Council, Financial Board, and Board of Trustees.
- Oversee supply inventory budgets and approve procurement for office, maintenance, and janitorial supplies; delegate day-to-day ordering and stocking to the Administrative & Event Coordinator. Note: Classroom supply budgets and procurement direction are managed by the School Director.
- Other Operational Collaboration: Directs the Administrative & Event Coordinator in the execution of necessary filing systems within our office settings

Supervisory Authority

Direct Supervision: Supervise the A/V Lead & the Janitor/Custodian, including annual performance evaluations; Oversee and manage all contracts

Future Oversight: Supervise any future auxiliary staff related to the aforementioned responsibilities.

Required Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field required.
- Minimum 3–5 years of experience in business management, accounting, or a similar operations role.
- Demonstrated proficiency in accounting software, with QuickBooks experience required.
- Working knowledge of accounts payable/receivable, general ledger management, payroll, and financial reporting.
- Experience managing human resources functions, including onboarding, personnel records, and benefits administration.
- Strong organizational and analytical skills with high attention to detail and accuracy.
- Ability to handle confidential financial and personnel information with discretion and integrity.
- Comfortable working in a faith-based environment and supportive of the mission and values of First Lutheran Church & Circle of Love Preschool.
- Ability to pass a background check in accordance with church and school policy.

Preferred Qualifications

- Experience working in a church, school, nonprofit, or other mission-driven organization.
- Familiarity with church or school management platforms (e.g., Subsplash, Procare).
- Experience overseeing IT infrastructure, vendor management, or A/V systems.
- Knowledge of nonprofit accounting standards, tax reporting (e.g., 990), or fund accounting.
- Experience managing facilities, property maintenance coordination, or safety compliance.
- CPA, MBA, or equivalent advanced credential.
- Familiarity with school enrollment billing and tuition management processes.

Salary Range: \$75,000 – \$80,000 depending on experience and qualifications

Ideal Start Date: 09/01/2026