

BUSINESS MANAGER

ST. JOHN'S LUTHERAN CHURCH & SCHOOL
9141 COUNTY ROAD 101
CORCORAN, MN 55340
763 420-2426
STJLUTHERANCHURCH.ORG

HOW TO APPLY

Email Rob Borcharding, chair of the hiring committee, or call the office if you are interested in learning more or would like to apply for the business manager position.

Rob Borcharding
rborc@stjlutheran.org
763 420-2426

PURPOSE

To serve St. John's Church & School by providing leadership on business issues (financial, accounting, office, operations, human resources & strategy).

ACCOUNTABLE TO:

Council of Deacons (Board of Administration)

OVERVIEW

This is a new full-time position at St. John's that will allow a business professional the opportunity to learn, grow and lead. To set the Business Manager up for long term success, he/she will spend the first year onboarding and learning St. John's through various important projects and training. This onboarding will include:

- Financial Management – Training on St. John's financials, budget and monthly reporting
- HR/Office/System Process – 5-6 various, one-time projects which will help simplify and standardize business practices and help the business manager learn about St. John's people & processes
- Accounting – Evaluate and improve accounting processes and take over volunteer accounting roles

KEY ACCOUNTABILITIES

- Financial Strategy – Guide St John's strategic, long-range plan across church and school
- Financial Leadership – Enhance estate planning, insurance, legal guidance
- Financial Process – Improve and streamline accounting structure/systems
- Financial Ownership – Simplify accountability of financials from many volunteers
- Operations Process – drive efficient office operations, systems, and member records
- Operations Leadership – Manage property and grounds, IT, and security projects and people
- HR Process – Consolidate 5+ procedure handbooks to 1 policy document
- HR Leadership – Develop performance appraisal process and provide benefit guidance
- HR Strategy – Free-up time so current staff can better align their skills with church & school needs

- Deacon/Board Strategy – Assist staff & volunteers to set growth strategy vs just execution
- Deacon/Board Leadership – Assist congregation goals of stewardship/fellowship

PREFERRED QUALIFICATIONS

- Christian, willing to work within the values and beliefs of our Church (see St. John's belief statements under *Who We Are* at stjlutheranchurch.org)
- BS/BA Degree or higher in Accounting, Finance or Business Management
- 7+ years relevant experience recommended with broad business skills
- Strong financial acumen and analytical skills a must
- Proficient in Excel & Word. QuickBooks, TADS & Shepherd's Staff exposure a plus
- Experience with accounts payable, receivable, payroll, and general ledger
- Knowledge of business and office operations
- HR and IT experience a plus
- Excellent organizational, planning, and prioritizing skills
- Driver of process change with communication and leadership skills