**Summary**:

This 25-hour per week position is responsible for ensuring the smooth, effective and professional performance of the financial and facilities operations for Bethany Lutheran Church. This position is not eligible to participate in Bethany’s health insurance plan and 401K match. The work schedule is flexible based on the needs of the Lead Pastor.

**1) Scope and Responsibility:**

* Manages and supervises the administrative and operational functions of Bethany;
* Prepares annual budget in collaboration with the Lead Pastor and Accountant;
* Monitors and manages financial trends and budget issues throughout the fiscal year with regular reporting to the Lead Pastor of any problems identified;
* Assists the Accountant in the hiring and payroll processes; serves as back-up to the Accountant, including running payroll in the Accountant’s absence, if needed;
* Schedules and leads at least two forums each year to inform Bethany members of business and financial issues and to respond to any questions and concerns;
* Develops and implements purchasing policies and procedures;
* Maintains a comprehensive list of all of Bethany contracts including all vendors from which Bethany is purchasing items or services;
* Reviews all contracts prior to their signing and execution; regularly monitors those contracts to ensure appropriate compliance;
* Ensures all columbarium contracts are up to date and stored appropriately;
* Review pricing of columbarium contracts annually and make recommendations to the Lead Pastor about possible pricing changes;
* Annually review the master contract for building use purposes and update as necessary; assist staff in negotiation with potential building users as needed;
* Supervises staff members as assigned, including:
	+ Accountant
	+ Audio-Visual Technicians
	+ Building Superintendent
	+ Coordinator for Volunteerism and Administrative Assistant
	+ Coordinator of Bethany Arts and Events
	+ Executive Assistant & Missional Minister
	+ Gifts Processor;
* Provides team leadership and evaluates work performance of assigned staff, including annual performance reviews;
* Monitors the performance of annual reviews by all supervisory staff to ensure that these reviews are occurring per policy and are being documented appropriately;
* Annually reviews and revises the Employee Handbook in collaboration with the Accountant and Pastoral Care team; distributes the updated Employee Handbook to all staff;
* Attend all regularly scheduled staff meetings, including the Finance and Facilities Team meetings, and, as requested, meetings of the congregational councils and specially called congregational meetings.

**2) Reporting and Accountability:**

The *Business Manager* reports to the Lead Pastor, who in turn reports to the Executive Council.

The *Business Manager* is accountable to the Lead Pastor and Executive Council.

**3) Collaboration and Authority:**

The *Business Manager* shall collaborate with the Executive Council, the Accountant, the Building Superintendent, and the Facilities and Finance committees.

The *Business Manager* shall have the authority of the Lead Pastor in consultation with the Executive Council when the Lead Pastor is unable to fulfill his/her functions due to travel or health reasons. This will include the authority to sign checks and contracts and respond to media requests for information and/or comment.

**4) Qualifications:**

* Certification as a Certified Church Administrator from the Church Network or similar certification organization or willingness to actively participate in the training/educational activities of the Church Network or similar certification organization
* Demonstrates competence in team leadership, problem solving, planning, priority setting and crisis management
* Demonstrates ability to prepare annual budget and to manage monthly financial results
* Demonstrates familiarity with computer hardware and software
* Exhibits superior communication skills, written, oral and technological
* Possess qualities of initiative and follow through
* Able to successfully complete the Safe Gatherings program and associated background checks prior to starting employment at Bethany
* Lutheran affiliation desired

**5)** The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

**6)** Bethany provides equal employment opportunities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law.