

**Minnesota South District,  
The Lutheran Church—Missouri Synod  
Position Description**



**Position title**

Business Manager

**Purpose**

To ensure good stewardship practices of the capital resources of the district (natural, human, social, manufactured, and financial) are utilized to fulfill the mission of the district ... cultivating leaders intentionally engaged in the mission of God.

**Reporting requirements**

The Business Manager, considered part of the Professional Staff, reports to the Treasurer and the District President who shall conduct an annual review. Accountability to the Board of Directors limitation policies and the Operations Policies of the District.

**Primary duties**

- Serve as the Business Manager of the District, managing a fiscal office of utmost integrity, providing for:
  - Prompt and accurate processing of receipts, disbursements, payroll and other transactions.
  - Efficient and fair management of employee benefits and personnel needs of the district office.
  - Recruit, maintain, and promote an effective mission-focused support staff.
  - Manage office staff procedures, personnel matters, and maintain employee manual.
  - Presentation of timely, year-end financial statements in accordance with generally accepted accounting principles.
  - Manage donor records, relationships, and interactions.
  - Ensure compliance with governmental labor and filing requirements.
  - Preparation of the District budget through consultation with the District President, District staff, and the Assistants to the District President.
  - Management of investments of the district.
  - Maintenance of relationships with all vendors of services and products to the District, seeking to get the best services and products at the lowest cost to the District.
- Under the direction of the District President and Board of Directors, manage the legal affairs of the District.
- Provide for the facility and equipment needs of the District, including:
  - Management of all District properties, providing for their care, proper use, and improvement.
  - Procurement and management of the District's computers, software, and other equipment to enable staff to accomplish their work efficiently.

- Provide for the Risk Management needs of the District, including property and liability insurance and disaster recovery planning.
- Provide support to district congregation and school leaders on matters of compensation and HR employment issues.
- Assist with year-end audit.
- Represent the Minnesota South District at the annual LCMS Joint Business Administrators Conference.
- Attend district committee meetings (Finance Committee, Mission Committee, Endowment Committee) as directed.
- Accept other responsibilities assigned by the District President.

### Preferred knowledge, skills, and abilities

- A Christian with a passion for service in Christian ministries. Preferred candidates will be active LCMS members with an understanding of LCMS church governance, structure and fundamental doctrines.
- 4-year degree in accounting, CPA, CMA preferred.
- 5-10 years of applicable experience, preferably with experience in fund accounting.
- Strong analytical and negotiation skills.
- Strong relational and communication skills.
- High degree of objectivity and confidentiality.
- Computer skills (Windows 10/11) adequate to perform necessary job responsibilities, including database management, document creation, email and calendar maintenance (Outlook, Word, Excel, Teams, FileMaker Pro) and, QuickBooks accounting software (or comparable).
- Personable with willingness to work with others in a collaborative environment.
- Detail oriented, accurate, disciplined, and efficient in the maintenance of records and databases.
- Punctual, self-starting, helpful, creative, professional, and perceptive
- Some lifting required (pounds 25), able to navigate stairs.

### Salary

The salary and benefit schedule for the MNS staff is intended to be in alignment with local area businesses of comparable size.

Annual salary adjustments for professional staff shall be reviewed by the executive staff prior to the adoption of the next budget cycle. Recommendations for salary adjustments will be made to the Treasurer / Business Manager based upon consideration of the most recent available CPI and the overall availability of the District's financial resources. The recommendations are subject to adoption by the District Board of Directors in conjunction with the budget process.