

Business and Facilities Administrator

Full Time

The Business and Facilities Administrator will be responsible for managing the business operations of Gloria Dei Lutheran Church including all financial and accounting functions and the oversight of personnel and property operations. This person serves as a resource to the Church Council and Church Staff on these matters.

- 1. Financial Management – coordinate church budget process; oversee the financial administration of the church; approve and coordinate the payment of all bills for expenses incurred according to approved budgets and church policies.**
- 2. Data Management – provides all monthly financial reporting to the Treasurer and Church Council; maintains contribution and accounts payable records and files and annual 1099 reporting; responsible for the permanent records of the congregation.**
- 3. Personnel Management – administer staff benefit programs; ensure compliance with requirements of state and federal laws and church policies and procedures. Responsible for all necessary payroll matters including Pension, Medical Insurance, Social Security, Medicare, W2's and taxes quarterly tax reporting.**
- 4. Facilities Management – supervise the care and maintenance of the building, property and equipment; maintain church insurance and inventories of all church property; and manage church contractual arrangements.**
- 5. Information Systems Management – coordinates with outside IT management service provider to ensure effective and up-to-date computer processes and systems.**

This is a full time position (40 hours/week) with primary responsibilities in accounting and personnel management. We are looking for a self-motivated person, good communicator, strong organizational skills, with a minimum of 5 years of accounting experience preferred and a passion for the ministry of Gloria Dei.

To apply, upload a cover letter and resume within our [online application](#).