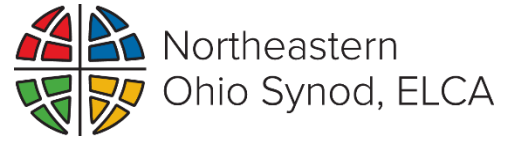


**Business Manager**  
Position Description – Approved 6/14/2024



**Reports to:** Bishop; Assistant to the Bishop for Leadership  
**Status:** Part-time (20-32hours/wk)  
**FLSA:** Exempt

**Position Summary**

The Business Manager will be the bookkeeper and office manager for the Lutheran Center. This would include managing office contracts and supplies, overseeing maintenance of the building and grounds, and functioning as the bookkeeper for the Northeastern Ohio Synod. From time to time the Business Manager will coordinate with the Administrative Assistant for guest hospitality to the offices both in person and on the phone. Because of the sensitive nature of the office of the bishop, this person must be able to maintain confidentiality.

**Essential Functions:**

- Embraces and demonstrates an understanding and full support of the mission, vision, values, and beliefs of the ELCA and synod, can demonstrate those values to others, and consistently behaves in a manner congruent with the mission, vision, values, and beliefs of the organization.
- Manages and provides oversight for all vendors and contractors for maintenance and repair of the building, grounds, and equipment. Negotiates contracts for services. Periodically checks for cost/efficiency savings.
- Develops and maintains a schedule for building maintenance, including a schedule for the awarding, renewal, and/or review of contracts.
- Purchases necessary supplies for the office and hospitality.
- Implements and supports the technology infrastructure for the office and staff.
- Oversees the acquisition and maintenance of all office equipment.
- Performs background checks as needed.
- Performs bookkeeping functions including (but not limited to):
  - Manage and maintain the general ledger
  - Reconcile bank statements and pass through accounts
  - Process deposits
  - Maintain well-organized financial records
  - Produce monthly reports
  - Assist with budgeting process as called upon
  - Assist with the maintenance and updating of Accounting SOPs
  - Assist the Synod Treasurer and Staff on financial inquiries as needed

**Other Responsibilities:**

- Participate in staff meetings
- Participate in special occasions when work hours will need to be flexed outside of normal office hours (e.g. Synod Assembly and special events)

**Minimum Qualifications:**

- High School diploma or equivalent; demonstrated experience in office management, project management, and bookkeeping skills
- Fluency in English language
- Familiarity with standard office equipment
- Familiarity with Microsoft Office and Google Suite applications
- Familiarity with bookkeeping/accounting software
- Ability to maintain confidentiality

**Physical Requirements:**

- Ability to work at a desk or conference table
- Ability to operate job-related equipment
- Ability to see for the purpose of reading computer screens and printed materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to lift and carry 25 pounds

**Core Competencies:**

- **Priority Setting:** Spends their time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to sponsors; identifies and resolves barriers and problems.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.
- **Time Management:** Is able and willing to focus time on tasks that contribute to synod and staff goals; uses time effectively and efficiently; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.