

LBRC Business Manager - Job Description

The LBRC Business Manager is a professional administrator in service to Laketon Bethel Reformed Church. This person is a steward of the financial and personnel resources of the church. The Business Manager is responsible for budget development and finances, supervision of support staff, support of volunteer activities, coordination of fundraising efforts and other business/administrative duties as assigned by the Pastor. In collaboration with the Pastor and other staff members, the Business Manager integrates effective management within the overall church mission. This is a part-time salaried position.

ACCOUNTABILITY: The Business Manager reports directly to and works with the Pastor.

RESPONSIBILITIES

Building & Finance:

- Annual budget development.
- Endowment Fund administration
- Oversee investment accounts
- Direct contact support person for invoices, monthly reports and expense account integrity
- Work with the Facilities Team to oversee and approve bids for all service contracts.
- Work with the Facilities Team for all building repairs and preventative maintenance
- Oversees Property & Liability Insurance
- Oversees all IT services
- Oversees lease contracts for business equipment
- Oversee fire prevention and is the point person for all required fire inspections

GENERAL ADMINISTRATION

- Provide Supply Purchasing for Janitor, Kitchen, Fellowship, Choir Music, Sound Booth and Offices
- Consistory Agenda
- Online Giving Administration including annual PCI complaint reporting
- Staff Supervision
- Volunteer Support
- Children & Youth Ministry Liaison
- Funeral set up and coordination with Funeral staff and/or Family
- Weekly Attendance and Giving Reports
- Building Security (lock up/follow up) and Key Security
- Counting schedule
- Opening up the church on Sunday mornings and other special events
- Recording Team scheduling for Pastor's Sunday Crosstalk
- Responsible for the LBRC Building Use approval system
- Maintains the calendar for the church, overseeing scheduling, reservation of facilities, and collection of fees.
- Ad hoc reporting as needed

QUALIFICATIONS:

- Associates degree or higher in accounting or finance preferred and/or 2 plus years relevant experience
- Strong leadership, organizational and communication skills, strong people skills and able to maintain confidentiality, work in a team environment and appropriately delegate responsibility
- Payroll and benefits knowledge
- Strong Excel and QuickBooks skills
- Ability to lift up to 25 pounds. This may include supplies or re-arranging of office furniture or equipment.
- Required to sit and or stand for extended periods of time
- Must be flexible in working hours. Occasionally required to attend meetings or activities outside of the normal office hours.
- Must be either a current member of LBRC or become a member prior to taking the position.

Our Mission Statement:

To Know Jesus and Make Him Known

Our Core Values:

A. Acceptance: Everyone, regardless of who they are, what they have done, or what they are doing, will be accepted here. Laketon Bethel will be a safe place to explore your relationship with Jesus.

B. Bible: The teachings of Jesus, contained in the Bible, are the final authority for faith and practice. We will study these teachings with open minds and the best scholarship available.

C. Connection: We invite people to connect with Jesus and with each other in all that we do.

Approvals:

Pastor:



Date:

9/23/25

Vice-President Consistory:



Date:

9/23/25