

SUMMARY OF PURPOSE

The Business Manager will serve as a member of the District staff and provide support to the District Board of Directors and staff and assist congregations in the areas of financial, property, and personnel management.

QUALIFICATIONS

The Business Manager shall be a member in good standing of a congregation of the Lutheran Church—Missouri Synod, faithful to the Holy Scriptures, the Lutheran Confessions, and supportive of the Synod's Constitution, Bylaws and policies. He/She should have a minimum of a bachelor's degree in business administration or a related field. Preferred candidates will have five years of experience in the field of management and a CPA certificate. He/She should have experience as an officer of a Christian congregation and/or at District or Synodical level, and be familiar with The Lutheran Church—Missouri Synod structure and organization.

AUTHORITY AND RESPONSIBILITY

Subject to the Sacred Scriptures, the Lutheran Confessions, the Synodical Handbook, the Bylaws of the District and under the general direction of the Board of Administration, the Business Manager shall be responsible for:

1. Serving as District controller in support of the District Treasurer, supervising the accounting system, and providing budget assistance and recommendations to the District President, Board of Directors and the District Executive and appointed staff and act as an advisor to the Executive Council.
2. Administering the real and personal property of the Kansas District and providing for its security.
3. Acting as investment officer of funds of the Kansas District as directed by the Board of Directors.
4. Administering the compensation, human resource benefits and performance management system for all personnel.
5. Assisting in the development and implementation of personnel policies and procedures.
6. Maintaining legal compliance with federal and state employment regulations.
7. Maintaining human resource records for all District personnel.
8. Identifying staff vacancies and recruiting, interviewing and selecting applicants for non-exempt positions in consultation with executive staff.
9. Planning, organizing, directing, and coordinating the work activities and training of non-exempt staff.
10. Serving as Business Manager for the Kansas District edition of *The Lutheran Witness*.
11. Providing staff support for planning and conducting of meetings, conferences, conventions and convocations.
12. Acting as liaison with The Lutheran Church—Missouri Synod in matters relating to business and accounting.
13. Providing advisory assistance to congregations in matters relating to property, business management, personnel management and taxes.
14. Assisting the Board of Administration in developing and implementing all its plan, programs and policies.
15. Preserving and administering the District archives.

16. Performing such other duties as may be appropriate to the position or required by the Board of Directors or the District President.

RELATIONSHIPS

The Business Manager shall be accountable to the District President and subject to annual review by the District President. The Business Manager shall cooperate with other members of the District staff in implementing the overall program of the District in an efficient, cohesive and timely manner.