

CHRIST LUTHERAN CHURCH  
Business Administrator  
Job Description

POSITION OVERVIEW:

This position is responsible for security bags, recording offerings, payroll postings, checking account, paying bills and miscellaneous accounting and recording procedures.

DAILY RESPONSIBILITIES:

- Write necessary checks
- Pay bills
- Check followup file

BI-WEEKLY RESPONSIBILITIES:

- Submit payroll to Paychex by phone Monday morning
- Post payroll to computer from online reports
- Run all documentation for accounting files and payroll file
- Distribute pay stub copies (all checks are electronically deposited)

WEEKLY RESPONSIBILITIES:

- Check security bag numbers in log
- Post offerings to computer from counter's reports

MONTHLY RESPONSIBILITIES:

- Prepare and log security bags for each service and counter's deposits
- Record all numbers and check off when used (all should be accounted for)
- Reconcile Bank account
- Make necessary Journal Entries
- Run copies of documents for treasurer and accounting file

QUARTERLY RESPONSIBILITIES:

- Download copies of all tax forms from Paychex online
- Pay local benevolence and scheduled benevolence per budget

MISCELLANEOUS RESPONSIBILITIES:

- Order janitorial, kitchen, altar and/or office supplies
- File and follow up on any insurance claims
- Attend staff meetings
- Compose and write "thank you" letters to donors
- Help with phones at busy times
- Maintain file on insurance and licenses for all outside contractors
- Renew copyright and music licenses (as approved by worship)
- Maintain and distribute building and office keys and keep log
- Order offering mailing envelopes annually after coordinating with Tammy