



Michigan District, LCMS

Job Title: Assistant Business Manager (Non-Called)	Reports to: Vice President of Finance
Reporting Positions: None	Updated: October 2023
Job Description	
<p>Position Role: To assist the Vice-President of Finance in providing for the human resources, business, financial, and legal affairs of the Michigan District</p>	
<p>Position Responsibilities:</p> <ul style="list-style-type: none">❖ Assist with accounting functions such as<ul style="list-style-type: none">➤ Preparing regular financial statements➤ Preparing audit workpapers➤ Preparing monthly and special journal entries➤ Reconciling bank statements and other accounts➤ Preparing special financial reports as requested❖ Assist with human resource functions, including annual benefits open enrollment, maintaining staff handbook, and the annual review process❖ Assist with budget preparation❖ Payroll administration, including processing semi-monthly payroll and updating payroll records❖ Assist as requested with<ul style="list-style-type: none">➤ Government filings and compliance➤ Management of investments➤ Risk management / insurance policies❖ Interface with congregations that have administrative questions❖ Accept other responsibilities assigned by the Vice-President of Finance	
<p>Position Requirements:</p> <ul style="list-style-type: none">❖ A strong faith relationship with Jesus Christ and a demonstrated Christian life❖ Outstanding relationship building and communication skills❖ Being a lifelong learner seeking professional development❖ A minimum of a bachelor's degree in business with coursework in human resources and accounting❖ At least 5 years' experience in the area of human resources and/or finance❖ Being able to motivate, supervise, and work with others❖ Attention to detail and following through on projects❖ Being a self-starter who can perceive a situation needing attention and quickly resolve it	