

**BUSINESS MANAGER**

Peace Lutheran Church, Sioux Falls, SD

**General:**

The Business Manager plays a key role in supporting the mission and ministries of Peace Lutheran Church by leading the church’s financial and business operations. This individual ensures responsible financial stewardship, promotes efficient administrative systems, and partners with ministry leaders to align business practices with the overall vision of the church. The Business Manager collaborates closely with the Office/Human Resource Manager and serves as a trusted advisor to the Lead Pastor, Church Council, and other ministry leaders.

**Strategic Planning & Organizational Leadership**

* Partner with leadership to develop, implement and manage multi-year strategic and financial plans.
* Lead operational initiatives that support the church’s growth, stewardship, and ministry effectiveness as well as offer insight into the operational health of Peace Lutheran Church.
* Evaluate internal processes and recommend systems or structures for improved efficiency and scalability.
* Collaborate with the finance team to plan and secure long-term financial planning, sustainability modeling and scenario analysis.
* Provide Church Council Treasurer data-based facts to prepare for monthly council meetings; attend regular meetings (2nd Thursday of each month).

**Financial Management & Reporting**

* Manage accounts payable and receivable, including processing payments and reimbursements for Peace and it’s fiscal agent entities (IE: PeaceCare, Preschool, Church on the Street, HEM, Food To You).
* Oversee payroll processing for Peace staff and affiliated ministries.
* Produce monthly reconciliations and detailed reports for Pastors, Directors and council leadership.
* Prepare year-end financial statements, IRS filings (941’s, W-2’s, 1099’s) and Synod reports.
* Reconcile bank statements monthly (12+ accounts) and complete month-end closings.
* Coordinate and facilitate annual financial audits and ensure compliance with document retention standards.

**Budgeting & Planning**

* Lead the development of the annual operating budget in collaboration with the Lead Pastor, Church Council and ministry leaders.
* Support individual departments and partner organizations in preparing and managing their budgets.

**Operations & Administration**

* Oversee office equipment procurement, service agreements, and asset inventory management.
* Manage annual insurance reviews, long-term maintenance schedules, and capital replacement planning.
* In collaboration with Office/HR Manager, serve as liaison for employee benefits programs (Portico, AFLAC, Workers’ Compensation).
* Collaborate with Office/HR Manager on the creation and revision of organizational policies and administrative procedures.

**Administrative**

* Participate in Administrative, staff and council meetings.
* Assist with coverage for the front desk as needed (Answer phones; greet visitors).
* Meet quarterly with ministry leaders to review budgets and help discern potential large purchase needs and/or shortages.

**Competencies Required**

* BA or Associates Degree in Accounting, Business or related field.
* Minimum of 3-5 years of professional experience in accounting, payroll, or nonprofit financial management.
* Strong organizational, analytical, and record-keeping abilities.
* Proven capacity to manage multiple priorities and meet deadlines with attention to detail.
* Proactive problem-solver with excellent interpersonal skills and communication skills.
* Proficient with Microsoft Office Suite. Experience with church management and accounting software (ACS, Planning Center, or equivalent) is preferred.
* Ability to work collaboratively across departments and independently with minimal supervision.
* A commitment to the mission and values of Peace Lutheran Church and its affiliated ministries.

**APPLICATIONS ACCEPTED: Posting open until filled with anticipated start date November 2025**

**APPLY TO: Peace Lutheran Church**

**Attn: Lisa Fowler**

**5509 W. 41st Street**

**Sioux Falls, SD 57106**

**Lisa@peacelutheran.com**

**An Equal Opportunity Employer**