



**Position Title: Northwestern Ohio Synod Business Manager**

**Reports To:** Bishop and Synod Treasurer

**Employment Status:** Part-Time (approximately 25 hours a week)

**Compensation:** \$33,000-\$37,000 per year (depending upon experience)

**Position Summary**

The Synod Business Manager is responsible for managing the financial records, reporting, and compliance requirements of the synod. This role ensures accurate accounting, budgeting, and financial stewardship in alignment with the synod's mission and policies.

**Key Responsibilities**

**Accounting & Compliance**

- Maintain accurate financial records and general ledger for the synod.
- Process accounts payable and receivable, ensuring timely and accurate transactions.
- Work with Director of Administration to administer staff payroll and benefits, including tax filings, and retirement contributions (if applicable).
- Ensure compliance with IRS regulations, state laws, and church financial policies.
- Assist with financial audits and reviews and coordinate with external auditors as needed.



## **Financial Management & Reporting**

- Prepare monthly, quarterly, and annual financial reports for the Synod Staff, Synod Treasurer, Synod Council, and other leadership.
- Oversee bank reconciliations, fund accounting, and financial statement preparation.
- Prepare monthly reconciliation of Donor Restricted pooled investments and activities, and reconciliation of Endowment investments and activities
- Monitor cash flow and provide financial projections.
- Assist in the development and monitoring of the annual budget.
- Work with synod staff and Finance Committee to ensure financial transparency and accountability.

## **Stewardship & Fund Management**

- Track designated funds, grants, and special donations in accordance with donor restrictions.
- Work with Director for Generosity to provide financial support for congregational mission support contributions.
- Support special projects and events requiring financial coordination.

## **Other Duties**

- Provide financial training and guidance to synod staff, congregational treasurers, and committees.
- Maintain financial policies and procedures, recommending improvements as necessary.



### **Qualifications & Skills**

- Degree or certificate in Accounting, or related field.
- Experience in nonprofit, church, or fund accounting preferred.
- Proficiency in Microsoft Office Products and accounting software.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- High attention to detail, integrity, and confidentiality.
- Ability to work collaboratively with synod leadership, committees, and staff.

### **Work Environment & Expectations**

- Remote work and flexible scheduling, some in office meetings required.
- Occasional travel for synod meetings, conferences, or training.
- Commitment to the mission and values of the Northwestern Ohio Synod.

*Please send questions or resumes to Cassie Mugler at*

[cassie.mugler@nwos-elca.org](mailto:cassie.mugler@nwos-elca.org)