



St. Paul's
EPISCOPAL CHURCH

Job Description
BUSINESS MANAGER
St. Paul's Episcopal Church
Duluth, Minnesota



Last Updated: September 2026

Job Title: Business Manager

Status: Half-Time, Hourly

FSLA: Non-Exempt

Reports To: Rector

Compensation: \$28 - \$32 per hour at 15 to 20 hours per week

St. Paul's Episcopal Church is a community church that seeks to love God, love neighbor, and love ourselves as Christ loves us. This faith community has a long tradition of inviting people of all ages into service, study, and worship. A progressive, open and affirming faith community, St. Paul's includes families of all shapes, sizes, and configurations. Our church seeks to offer joyful, curious, and hopeful faith community that prepares people of all ages to be disciples of Christ.

The Business Manager is a half-time position that supervises financial and business administration tasks for the parish. The Business Manager works closely with the Rector, Parish Administrator, and Vestry Treasurer to ensure that:

- Parish financial records are efficiently and accurately kept
- Parish bills are paid on time and payroll is maintained
- Reports and statements of giving are prepared
- Human resources practices are followed
- Business systems are effectively implemented

Core Competencies

Accuracy and Consistency: financial reports are done accurately, with consistent method and timing; is dependable and reliable; completes commitments

Financial Management in Complex Systems: can learn complex accounts, balance sheets, and fund accounting; capacity to learn investment practices and money management for religious institutions

Communication and Organization: communicates efficiently and effectively, maintains administrative data for giving, has an in-depth knowledge of St. Paul's financial structure

Confidentiality: Giving reports and parishioner's financial data is kept in strict confidence

Computer Skills: competency in Microsoft Word, Excel and Outlook, Google Docs and Sheets, Vanco software, Shelby, and the ability to learn to use other computer-based communication tools

Essential Functions / Duties and Responsibilities:

Bookkeeping

- Perform basic accounting procedures (such as accounts receivable, accounts payable, general ledger, and tax payments where applicable) for all funds
- Provide information for financial statements (such as monthly and quarterly financial reports, and monthly forecasts summarizing current and projected financial position) to vestry and clergy
- Maintain online giving system
- Prepare financial reports for vestry meetings, committee chairs, finance committee, and clergy
- Prepare annual parochial report for diocese
- Work with the Finance Committee and Treasurer to develop annual operating budget for vestry approval
- Oversight of general ledger
- Monthly bank reconciliations
- Provide other accounting assistance and support as requested or authorized by the vestry or the Rector

Human Resources

- Processes paperwork for new employees and volunteers
- Administer Church Pension Group Forms for health insurance, retirement, and similar items, ensure that employee HSA transfers are made
- Supports the Rector and Personnel Committee in human resource matters, including tracking employee PTO, developing policy, understanding insurance benefits, administering payroll
- Supervise Personnel Committee in developing and adapting human resource policies
- Stores financial and human resources records in a locked and secure office

Business Systems

- Manages property insurance
- Manages and administers business software for the church, including Microsoft Office, Constant Contact, Shelby Systems, and other technological tools

- Assists the Administrator in management of contracts for the printer, technology support, and other business services contracts
- Takes on one or two administrative systems improvement projects per year, which have included in the past: updating phone systems, reconsidering secure entry mechanisms, developing policies for estate gifts, etc.

Committee Oversight:

- Finance Committee
- Stewardship and Giving Committees
- Scholarship Committee

A candidate with skill and interest in these areas may also include the following items in their portfolio:

- Developing and guiding an effective planned giving system for the church
- Project management for annual and occasional capital fundraising teams
- Supporting the updating and renovating of technology systems in the parish office

Expectations:

- Timely and consistent processing of bi-weekly payroll
- Attendance at Staff Meetings
- In person work at the church for all hours of employment, currently 9 – 12pm Monday – Friday, schedule is flexible to the employee
- Competent in basic office technology such as phones, email, and Microsoft Office
- Completion of Safe Church training and a background check
- Stores financial and human resources records in a locked and secure office
- Ability to learn technology systems such as Shelby, Constant Contact, and other business management software as needed
- *Sunday morning attendance is not expected for this role, but occasional after church meetings may be needed.*

Education and Experience:

- A high school diploma or GED is a minimum requirement. A college degree is preferred.
- Experience working or volunteering in a congregational setting is desirable; a committed Christian who aligns with the church's mission and values is also desirable