

St. Philip Lutheran Church, Littleton, CO

Business Administrator

**Hourly, Non-Exempt | up to 36 hours per week | \$24.50–\$34.50 per hour
(depending on experience)**

St. Philip Lutheran Church, in Littleton, CO, is seeking a dependable, organized, and detail-oriented Business Administrator to support the daily operations of our church. This position plays a key role in keeping things running smoothly behind the scenes, assisting with a range of administrative, financial, and facility-related tasks. The ideal candidate will bring a strong sense of responsibility and care to their work, helping us carry out our mission of building relationships through Christ to grow and serve.

The Business Administrator is an essential part of our church team, offering a variety of meaningful responsibilities in a friendly and supportive environment.

Key Responsibilities

Office & Administrative Support

- Assist pastors, staff, and church leaders by handling routine office administration.
- Maintain organized church records (both paper and digital), ensuring confidentiality and accuracy.
- Prepare and distribute reports, schedule meetings, and attend select administrative or ministry meetings when needed.
- Coordinate with church volunteers and staff to ensure smooth day-to-day operations.

Finance & Accounting Support

- Processing payroll and required tax filings for the church and its early learning center.
- Record and track income, manage payments and expense documentation, and help close books each month.
- Support budgeting processes with the church treasurer and church council and prepare standard financial reports.
- Issue W-2s, 1099s, and assist with year-end financial tasks.

Facilities Coordination

- Communicate with vendors and contractors regarding facility maintenance, minor repairs, and seasonal work.
- Monitor supply levels, coordinate service visits, and track work to ensure quality and timeliness.
- Work closely with volunteers on property-related tasks and upkeep.

Team & Staff Collaboration

- Supervise and coordinate with part-time staff, such as the bookkeeper and office assistant, to ensure team tasks are completed on time.
- Help oversee janitorial service agreements and ensure church spaces are ready for use.

Other General Tasks

- Provide support to the stewardship team by keeping track of pledges and donations.
- Handle basic technical support for office computers and office equipment (copiers, phones, etc.).
- Be available for occasional evening meetings or special events as needed.

Position Details

- **Hours:** 36 hours per week (Monday–Friday), with occasional flexibility during holiday or peak seasons.
- **In-Office:** This is an in-office position and does not offer the ability to work remote or from home.
- **Compensation:** \$24.50 to \$32.50 per hour, depending on experience.
- **Benefits:** Paid vacation and sick leave, eight paid holidays, FICA contributions, pension plan (Portico), health insurance (employee coverage), and church-related travel insurance.

Required Qualifications

- 5+ years of experience in bookkeeping, office administration, or related roles.
- Familiarity with office software (MS Word, Excel, Outlook) and standard office equipment.
- Strong attention to detail and ability to handle confidential information.
- Self-motivated with good organizational and communication skills.
- Able to manage multiple responsibilities with minimal supervision.

Preferred Qualifications

- Experience in church or nonprofit settings.
- Knowledge of Church Windows or similar financial software.
- Comfort working with vendors and basic facility maintenance needs.
- Member of The Church Network (optional, but a plus).

This position is ideal for someone who wants to use their administrative and financial skills in a meaningful, mission-oriented workplace, with a flexible schedule and supportive team environment.