

## Updated January 2015

**Position:** AFLC General Fund Director of Business Management (GFDBM)

### Job Description

The ideal applicant will:

- have a 4 year degree
- a minimum of 5 years experience managing an organization (preferably not for profit) of comparable size and scope to that of the AFLC General Fund and its' accounting department
- possess outstanding communication and strategic planning skills
- possess mastery of accepted accounting principles and practices
- have experience in structuring an accounting system
- indicate and exhibit a personal faith in Jesus Christ and be a member of an AFLC congregation

### Duties

The GFDBM will manage the following areas:

- Accounting/Payroll/HR
- Information Technology
- Reception

Accounting/Payroll/HR duties will include:

- Performance of daily accounting /payroll functions and management of accounting software and policies
- Preparation of financial and regulatory reports required by law (payroll filings: Quarterly tax returns, semi-monthly tax deposits, and W-2's)
- Delegation of responsibility for receipt, disbursement, and banking
- Comprehensive reporting to the AFLC Annual Conference, Coordinating Committee and all participating ministries
- Coordination of financial planning, budgeting, and overhead calculation
- Interpretation of current policies, practices and plans
- Implementation of new operating procedures to improve efficiency and reduce costs
- Facilitation of audit for Coordinating Committee Corporation and work with auditor and audit committee to address any questions/concerns
- Support for other users of accounting software with assistance of vendor when needed

Information Technology duties will include:

- Work with IT Manager to keep current with network infrastructure and software needs
- Oversee IT budget and accountability

Reception duties will include:

- Together with the Youth and Evangelism Directors coordinate schedule and salary for the building receptionist
- Ensure that the reception area is staffed during business hours

Additional duties will include:

- Management of contract services such as custodial, office equipment, and building maintenance
- Advise Coordinating Committee on long term building and grounds infrastructure needs
- Management of AFLC insurance plans (Life and LTD) and third party administrator (TPA) (J.Gallagher)
- Process billing of all benefit transfers (Life, LTD, and 401k) from participating congregations and AFLC corporations
- File regulatory reports for HRA, FSA, and retirement plans and manage relationship with TPA (Goldleaf Partners)
- Advise participants and employers on use of benefit plans and developing new procedures/features to meet participant needs
- Advise/manage AFLC insurance plans related to worker's compensation, liability, and property insurance
- Management of AFLC administration building

*Informal inquiries and questions may be addressed to the Coordinating Committee Chairman, Dr. Daniel Mundfrom, by e-mail at [daniel.mundfrom@eku.edu](mailto:daniel.mundfrom@eku.edu) or by calling 970-302-7997.*

*To apply, applicants should send a letter that addresses how they meet the qualifications of this position along with a current resume' that documents education and experience electronically to: [kmfloan@aflc.org](mailto:kmfloan@aflc.org).*

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