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[www.gsolympia.org](http://www.gsolympia.org)

**Job Title: Administrator**  
**Job Type: Full-Time**  
**Location: Olympia, Washington**

The Lutheran Church of the Good Shepherd (LCGS) is an open-hearted, open-minded ELCA congregation. We have been a Reconciling in Christ congregation since 2009, meaning that we are publicly welcoming of LGBTQIA+ people, as well as being deeply involved in an expansive ministry of justice-making and mercy.

**Some of the work you will do:**

The LCGS Administrator manages day-to-day operations of the church, including financials, human resources, and management of facilities and other church business. This includes, but is not limited to:

**Financial Management** of the church, including budgeting, receiving & tracking donor contributions, receiving & tracking other income, receiving & paying bills, managing church finances (budget to actuals & cash flow), and preparing financial statements for the council treasurer and various ministries. Assist church audit committee as appropriate.

**Human Resource Management** of church staff and volunteers. Maintaining and ensuring adherence to our church policy manual, administer and manage personnel needs of the church, administer payroll, manage benefits and maintain confidentiality of records.

**Business Management** of church operations and building management. Ensuring the completeness, accuracy and effectiveness of our church management software; manage and negotiate long term business contracts; manage and negotiate tenant leases; oversee insurance and legal requirements of the church, its programs, and its capital equipment. Ensure church is adhering to all applicable federal, OSHA, and state regulations, tax documentation, and reporting policies.

This position directly manages the Building Manager, IT, and Facilities Maintenance.

**Qualifications:**

The role requires a strong and effective leader, possessing excellent business acumen & interpersonal skills.

**Required:**

- A bachelor's degree in Business, Public Administration, Accounting or other closely related field.
  - Strong and effective communicator (written, verbal, and online) with excellent interpersonal skills.
  - Demonstrated ability to quickly learn and leverage software tools to work effectively.
  - Ability to work both independently and with others to accomplish business objectives.
  - Strong attention to detail, follow-through, and ability to problem solve.
  - Ability and desire to support the church's mission of community service, social justice and care.
- However, applicant does not need to be a person of any particular faith background.

**Desired:** 3-5 years' experience in either financial management or management of a small-sized business, agency, or non-profit.

**To apply, send your resume and letter of interest in the position describing relevant skills and experience via email to: [jobs@gsolympia.org](mailto:jobs@gsolympia.org)**

*The Lutheran Church of The Good Shepherd is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. LCGS is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender expression, relevant disability, marital status, veteran status or national origin.*