THE MISSION OF OUR CHURCH

“To proclaim the love of Jesus Christ, invite others to participate in our faith community, and be a blessing to all in word and deed.”

DESCRIPTION OF POSITION

The Finance Coordinator serves as the Church’s liaison for financial communications and tasks. He/she works closely with the Operations Coordinator, the Church Council, Treasurer and Senior Pastor. Performs budgeting, payroll transactions, maintains accounts and financial records of the Church. Is responsible for all the church’s accounting functions including financial reporting, budgeting and recordkeeping.

GENERAL QUALIFICATIONS

This position:

• Must be a person of the Christian faith
• Should be trustworthy, respectful of others, and competent

Additional qualities/abilities include:

• Being flexible
• Self-Starter and observation of confidentiality required
• Ability to work well as a team leader and/or team member
• Strong problem solving skills
• Manage both large and small projects
• Exceptional interpersonal skills
• Strong verbal and written communications skills in all mediums
• Must foster a positive environment within the workplace

SPECIFIC QUALIFICATIONS

Preferred qualifications for this position include:

• Minimum of a BS degree in accounting
• At least 5 years’ experience in a bookkeeping/accounting position
• Superior organizational skills, customer service, and time management skills
• Ability to present financial information accurately and in a clear manner with supporting documentation.
• Strong Microsoft Office skills required
• Understanding of computerized accounting system, ACS program a plus
• Must be able to achieve results in a timely manner, efficiently, effectively with little or no supervision
**PRIMARY ROLES & RESPONSIBILITIES**

- Maintains and process all accounts payable and receivable
- Processes payroll
- Processes all bank account reconciliations monthly prior to Finance Committee meetings
- Maintains 1099 records for outside contractors (for IRS required documents)
- Maintains all vendor payment records
- Prepares all checks (when approved)
- Posts all contributions appropriately and in a timely manner
- Processes online giving and pledge cards for members of the congregation
- Maintains accounting records and reports for the ALC Trust Committee
- Tracks and reports all Benevolence checks, gifts, and memorials
- Enters all receipts for credit card purchases (for staff and members)
- Processes Pastor mileage reports
- Prepares quarterly and annual giving statements for church members
- Responsible for the preparation of the monthly financial statements and reports
- Provides financial oversight and input to the Finance Committee and Treasurer related to budgetary expenditures
- Participates in the audit process
- Assists in preparing financial reports as needed or requested.
- Provides general support for committees and ministry activities as required.
- Other duties as assigned.

**SUPERVISION OF STAFF**

This position does not supervise other positions.

**SCHEDULE & HOURS**

This position on occasion must be on site for special events that may or may not be within normal business hours or worship times. These events will be identified to the position in advance of the event.

**OTHER**

This position reports to and is directly responsible to the Personnel Committee. This position works under the general policies and directives established by the Church Council. This position’s Performance Reviews will be conducted by Personnel Committee with input from the Senior Pastor and Finance Committee.

This position must also:

- Understand and support the mission of American Lutheran Church.
- Support all areas of ministry as well as laity in the areas defined.
- Perform tasks from time to time that may not be specified above in support of the goals of the church or ministries.
- Perform miscellaneous tasks or duties in support of the daily operation of the church.

*I have read, understand, and have been provided a copy of this Position Description*

Signed ___________________________ Date ___________________