



## Position Description: **Finance Coordinator**

The Finance Coordinator is responsible for preparing and maintaining the financial records of the church. This will be done through accurate recordkeeping following generally accepted accounting practices (GAAP). The Finance Coordinator works within guidelines established by the Congregational Council and the Finance Ministry Team. In collaboration with the other staff and volunteers, the Finance Coordinator will help to cultivate a culture of creative ministry, excellence in administration, and alignment of the ministries to the church's mission and vision.

### PRIMARY FUNCTIONS:

- Accounting Processes
- Payroll and Payables
- Giving Records
- Treasurer, Finance Ministry Team and Congregational Council Support

### KEY ACCOUNTABILITIES:

#### **1. Accounting Processes:**

- a) Responsible for entire ministry's accounting processes consistent with GAAP, including general ledger, accounts receivable, accounts payable, cash receipts, memorials, designated donations, fixed assets, consolidation of financial records and provision of accurate financial reporting.
- b) Prepares monthly and annual reports of receipts, expenditures, and balances for the Treasurer of the Congregation.
- c) Prepares special financial reports as requested by the Senior Pastor, Treasurer of the Congregation or Congregation Council.
- d) Provides comprehensive cost analysis for office supplies, equipment and contractual agreements, as requested.
- e) Collaborates and assists with building use requests, in conjunction with staff or designee, to assure proper charges and fees are collected.
- f) Provides for the proper secure backup of computer records with all records of approved payments, balances, and ledgers to be retained for a period of not less than five years.
- g) Ensures that all taxes, reporting forms and accounting regulations are met on a timely basis.
- h) Maintains secure filing system for all bills, invoices, and associated correspondence.
- i) Monitors and administers all on-line payment services.
- j) Distributes financial reports to ministry teams, as requested.

## **2. Payroll & Payables:**

- a) Prepares employee payroll and benefits information for the assigned processor and monitors all employees pay period and year-to-date records of earnings, benefits and all payroll deductions.
- b) Securely stores I-9 forms for employees.
- c) Maintains secure filing system for all employee payroll records.
- d) Pays all approved invoices and expenditures in a timely manner.
- e) Reconciles all credit card transactions monthly.
- f) Maintains and updates vendor lists.

## **3. Giving Records:**

- a) Responsible for maintaining giving records on a monthly basis.
- b) Prepares giving statements for Congregation members and visitors periodically, as requested.
- c) Monitors and administers all electronic giving.
- d) Maintains strict confidentiality of all giving records.

## **4. Treasurer, Finance Ministry Team & Congregational Council Support**

- a) Advises the Treasurer of the Congregation and Finance Ministry Team of ongoing financial requirements and any issues that may arise.
- b) Provides support to the Treasurer of the Congregation and Finance Ministry Team, as requested, in preparing the annual budget.
- c) Provides records for the audit as requested by the Congregation Council President.
- d) Implements approved financial actions from Congregation Council.
- e) Participates in staff meetings and finance ministry team meetings upon request.
- f) Other duties as assigned.

## **Position Qualifications:**

- a) Minimum of an Associate's Degree in Accounting or related field plus 2-3 years of experience.
- b) Excellent organizational skills, attention to detail and the ability to work on multiple projects with multiple deadlines.
- c) Ability to effectively communicate verbally, electronically and in writing.
- d) Ability to work without direct supervision and manage time efficiently and effectively.
- e) Experience working in a team-oriented, collaborative environment.
- f) Ability to adapt to changing work demands
- g) Proficiency in the use of personal computer and office automation equipment.
- h) Working knowledge of QuickBooks.
- i) Knowledge of Church Management Systems recommended but not required.
- j) **Successfully pass a background check.**

### Shared Expectations of all Farmington Lutheran Staff:

All employees of Farmington Lutheran Church are expected to demonstrate open hearts, growing minds, and faithful spirits as they enthusiastically share their gifts and the gifts of others. Each employee is expected to embrace the spirit of Farmington Lutheran Church ministry with a supportive perspective and have a personal theology consistent with our Christian heritage and traditions. These expectations will be demonstrated through maintaining strict confidentiality and discretion while relating with others in a courteous, respectful and compassionate manner and contributing to build a positive, team environment.

### Working Conditions and Physical Demands:

Typical office environment with occasional lifting of over 40 pounds required. Keyboard duties may require sitting and viewing computer monitor for extended periods of time. Corrected vision and hearing in normal range required for interacting with others.

### Schedule/Hours

This is a part-time, non-exempt position with variable hours.

### Reporting Structure

Supervised by the Director of Operations & Communications