

St John's Lutheran Church

Financial Administrator Job Description

Job Title: **Financial Administrator**

FLSA Status: Hourly Nonexempt

Prepared By: Pastor Brian Halverson/Tom Potratz

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Approved By: Church Council

Approved Date: 6/1/2021

General Purpose of the Job:

The Financial Administrator is responsible for keeping accurate records of all church financial accounts, review of payments and reimbursements, and creating financial monthly and annual reports. This position is expected to average 15 hours/week. This position reports to the Office Manager.

Essential Duties:

Standards for performing all duties are as follows;

Work must be accurate, on-time and properly reported. Work will be accomplished efficiently, effectively and with little need for supervision and direction. Proper checks and balances will be established and/or be maintained to minimize financial risk. Confidentiality will be strictly maintained. The Financial Administrator will foster and maintain strong relationships with the church staff and church leaders with which s/he interacts in accomplishing these duties.

Bill Payments

1. Ensure proper approval has been documented on all bill/reimbursement requests
2. Enter online bill payments in accounting system
3. Enter bills/reimbursements into Waukesha State Bank's online bill pay system for approval by Treasurer or Office Manager
4. Send message to Office Manager to release check payments
5. Enter individual credit card transactions into accounting system and make payment to Bank.

Payroll Related

1. Enter salary changes into Portico for eligible employees
2. Record semi-monthly payroll into accounting system – reviewing payroll amounts for any unusual changes compared to prior payroll
3. Invoice Preschool for their portion of payroll.
4. Backup Office Manager by running bi-monthly payroll during absences.

Giving Related

1. Record weekly tally sheet detail into accounting system
2. Enter all online contributions into accounting system
3. Reconcile monthly report prepared by the Financial Secretary

Reports

1. Review weekly giving reports
2. Pay benevolences after review from outreach teams
3. Gather and prepare initial draft of the annual budget in conjunction with Treasurer
4. Respond to occasional special requests regarding the congregation's finances from council, pastors, or finance team

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Other Job Duties

1. Back up accounting system as needed (minimum weekly)
2. Record journal entry for the benevolences
3. Assist with annual audit process as requests are made from audit team
4. Draft the ELCA synodical annual report as it pertains to accounting
5. Transfer funds between accounts as necessary

Marginal / Non-Essential Duties:

1. Pursue continuing education and reading to build skills for the job.
2. Participate in staff meetings and leadership meetings as requested, to bring insight and innovation to ministry discussions.

Working Relationships: This position reports to the Office Manager. The Financial Administrator does not supervise anyone, but works collaboratively with the Pastor, Church Treasurer, Office Manager and Financial Secretary.

Skill and Knowledge Requirements:

1. Bachelor's degree in administration, business, management, finance or equivalent life/work experience such as bookkeeping or treasury experience
2. Knowledge of finance and generally accepted accounting principles
3. Ability to utilize church accounting software.
4. Ability to work in a confidential environment with sensitive information.
5. Strong communicative and collaborative skills.

Physical Demands:

Most work is performed in a small office environment. The majority of the time is spent seated at a desk with access to telephone and computer. The job requires infrequent standing and walking to go to the main office and/or copy room. There are frequent verbal communications with people in person or by telephone.

Mental Demands:

The duties of the position require independent and strategic thinking. Duties require precision and adherence to strict time deadlines. Reading and analysis of computerized financial reports is required.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.