

## **Peace Lutheran Ministries - Job Description**

Peace Lutheran Church, a Missouri Synod congregation, welcomes all people to experience God's grace and peace among us. Peace's mission—to gather, grow and go—is in response to the Great Commission (Matthew 28:18-20). Peace is a place where His love is proclaimed, experienced, lived and shared!

**Position Title: Director of Finance** Full Time, Salaried

**Reports to: Director of Ministries**

### **Position Summary**

The Director of Finance develops, implements and maintains the systems and policies necessary to responsibly accomplish the financial business of the church and support Peace ministries.

### **Qualifications**

- College degree in business, accounting and/or other related areas. BA preferred, but open to any related college degree.
- Experience in successful business management.
- Strong business accounting skills with knowledge of generally accepted accounting principles and procedures.
- Must be able to give attention to detail and accuracy.
- Working knowledge of computer applications such as MS Word and Excel.
- Familiar with or able to learn the Shepherd's Staff Finance software.
- Problem-solving skills, both individual and within a team setting.
- Ability to maintain detailed audit trail.
- Strong organizational and record-keeping skills.
- Experience creating, maintaining and implementing budgets.
- Ability to keep information confidential.
- Strong skills in working with a team of people and resolving conflict.
- Strong communication skills.
- An understanding and appreciation of the ministry of a Lutheran church and school, and their unique business operation.
- Be a practicing Christian, living a lifestyle that is consistent with those beliefs.

### **Physical Requirements**

The position may require some light lifting within an office setting. There is frequent need to sit, talk or hear, use the hands and occasionally lift light objects up to 25 pounds

and perform other similar actions during the course of the workday. The work also requires inputting information into and/or extracting information from a computer.

## **Duties & Responsibilities**

### **Finance and Purchasing:**

- Lead the preparation of the annual Financial Ministry Plan (FMP) or operating budget.
- Oversee the funds of the congregation, including checking accounts held by various ministries.
- Oversee the fiscal responsibilities of the congregation.
- Work in partnership with the Human Resource, Payroll and Benefits Assistant about proper disbursement/reporting of payroll and payroll taxes.
- Assist in the coordination of Capital Stewardship Campaigns in partnership with the Development Director.
- Oversee the collection of funds, payment of bills and preparation of financial statements.
- Manage General Fund checking activity (deposits, other credits, debits).
- Make journal entries in Shepherd Staff. Follow-up for supporting documentation.
- Analyze congregational plans relative to resources required to implement ministry activities such as staffing, volunteers, financing, property, equipment, contracts and maintenance.
- Maintain a good working relationship with the congregation's bank and loan officers and others who provide goods and services to the congregation.
- Oversee purchasing:
  - Develop, implement and supervise a system and procedures for authorization to order, lease, purchase and receive equipment, supplies and services.
  - Assist directors to seek best avenues for purchase of goods and services as steward of the congregation's financial resources.
  - Review and/or negotiate contracts on behalf of the congregation as necessary with vendors and suppliers for equipment, supplies and contracted services. Directors may initially negotiate contracts, but all contracts must be reviewed by the Finance Director for financial and liability implications.
  - Develop and assist directors to develop relationships with purchasing associations to obtain the best value for the congregation.
- Responsible for advising Officers, Boards, and Staff regarding matters such as means of increasing efficiencies and controlling expenses.

- Coordinate with church legal counsel and leaders for the preparation, review, approval and proper execution of legal documents and contracts for the church and school. Be responsible for maintaining adequate files and records for all legal documentation.
- Develop a system of oversight for tuition assistance in partnership with the Director of Ministries, the Principal and/or their delegates.
- Develop a system of collection of delinquent tuition and fees in partnership with the Director of Ministries, the Principal and/or their delegates.
- Oversee the collection of all tuition and fees of the school in partnership with the Director of Ministries, the Principal and/or their delegates.
- Keep and provide detailed documentation of all funds for financial accountability.
- Supervise Contributions Clerk, volunteers and others who assist in tracking deposits and expenses made on behalf of the ministry.
- Work with volunteer assistants, checking their work for thoroughness and accuracy.
- Serve as member of Funding His Mission Task Force, Finance Committee, Peace Foundation Board of Directors and any other groups as assigned by supervisor or church Board of Directors.
- Work in partnership with Ministry Team leaders in maintaining spending within the Financial Ministry Plan (FMP).
- Weekly review purchase requisitions submitted by staff for completeness and accuracy.
- Weekly assist with payments to vendors by entering data and printing checks.
- Month end verify accuracy of Manual Bank Balance spreadsheet.
- Month end Lawndale Petty Cash checks and transactions entered in Shepherd Staff.
- Month end review of the General Ledger for identifiable variances, descriptions and accuracies.
- Month end reconcile various accounts - liquid assets, liabilities, incomes.
- Month end maintain Church Extension Fund Mortgage Housing loans for employees.
- Month end complete financial records by the 10th day of the month. Save financial reports and email to ministry teams.
- Month end oversee balancing General Fund and Petty Cash bank statements and supporting documentation. Follow up on aged uncashed checks after bank statements are reconciled.
- Month end send financial reports to appropriate Ministry Team leaders.

- Annually verify non-employee compensation and report results for IRS Form 1099 (Misc. Income) and 1096 to payroll service.
- Annually verify CEF mortgage loan amounts for employees and report information for IRS Form 1098 (CEF Mortgage Interest Statement) to payroll service.
- Annually Year end final December payroll: “Zero out” the following Liability Accounts: Accident Withholding, CEF housing loans, FLEX, Shared Health Costs. Reconcile and share results with HR to adjust December payroll checks.
- Annually Year end (July) verify completeness and accuracy of 12 months of General Fund activity for fiscal year ending June 30. Save reports. Close Shepherd’s Staff Finance Fiscal Year End and restart new Fiscal Year.
- Accounts Payable: maintain file of recurring invoices (VLHS, Synod, Concordia Plans, Tuition, leases, etc.).
- Payroll and Benefits: prepare the payroll journal for key entry in Shepherd's Staff. Maintain excel spreadsheets allocating the salary/hourly wages and employer FICA costs to various ministries.
- Payroll and Benefits: Journal entries prepared for staff benefits packages. Maintain excel spreadsheets allocating the costs to various ministries.
- Payroll and Benefits: Health Savings Account and Flex Spending Account reports reconciled and journal entries made.
- Payroll and Benefits: Work with Director Ministries to prepare and disseminate (by June 1) annual individual staff member statements of salary and benefits.
- As Needed: request form W-9 from vendors.
- As Needed: coordinate with and provide support to Contributions Clerk, volunteers and others doing financial work for the congregation.
- As Needed: backup responsibilities for key volunteers during their absence.
- As Needed: assist in compiling congregational and school financial statistics.
- As Needed: other reports and occasional special projects as requested by the Director of Ministries, Finance Task Force, Board of Directors, etc.

### **Property, Building and Equipment:**

- Assist in the review and acquisition of proper and adequate insurance coverage for properties and liability exposure. Work with directors to secure proper insurance coverage information from outside organizations or renters wishing to utilize Peace Ministries property and/or equipment.

## **Common Responsibilities**

In addition, there are certain responsibilities and duties that are appropriate for everyone associated with Peace. This section addresses some of those areas, but is not limited to, the following.

Each employee is responsible for his/her actions and decisions to:

- God;
- His/her direct supervisor;
- Peace's members, Senior Pastor, and Board of Directors; and
- The community in which we live and do business.

Each employee has the following common responsibilities and duties:

- To be personally obedient to Jesus Christ on a daily basis;
- To pray for God's intervention in the lives of fellow employees, volunteers, and youth in the following areas;
- God's prompting in their thoughts and heart; and
- Their daily submission to His revealed will;
- To protect the proprietary nature of Peace data and products;
- To avoid conflicts of interest;
- To be watchful of how each endeavor affects Peace's witness for Jesus Christ before a watching world, and to then offer genuine, honest counterpoint to any action which might stain such a witness;
- To facilitate a spirit of grace and conciliation in all interactions;
- To offer options, alternatives, and a realistic picture of the ramifications of decisions made;
- To provide accurate guidance for Peace and its members;
- To provide leadership in creating new ideas regarding ways Peace might minister;
- To be a resource for creative ideas on how Peace might make itself known;
- To be familiar with the software Peace utilizes; and
- To be present at all required meetings.

*(Draft Revised May 9, 2018)*