



Job Description for DIRECTOR OF FINANCE

Essential Job Functions

- Maintain appropriate and accurate financial records
- Accounts payable and accounts receivable oversight
- Payroll backup and auditing
- General ledger account activity auditing
- Monthly income statement and balance sheet analysis
- Bank accounts management and auditing
- Investment and other special accounts
- Tax reporting
- Manage use of temporary restricted funds.
- Develop and maintain a ministry wide long range financial plan and capital needs list
- Develop and maintain fixed asset inventory
- Oversee communications to donors
- Oversee preparation of reports and records for school lunch program
- Attend ministry board and team meetings to provide financial reports and education
- Together with the Finance Team, complete the financial review
- Coordinate with Director of Advancement to maximize opportunities
- Provide for Parish Administrator financial consideration guidelines prior to inviting Request for Proposals for finance related software, services, etc.
- Provide quarterly reports to the Finance team, recommending any necessary changes to ensure adherence to GAAP (Generally Accepted Accounting Principles).
- Conduct 10 contract audits per year and 12 vendor audits per year.
- Provide Pro Forma for feasibility of new preschool and day school program offerings and staffing needs.
- Research and make strategic recommendations for modifications to school and/or preschool funding model for long-range planning.
- Other duties as assigned

Technical Requirements

- Computer proficiency including accounting programs (Quickbooks & ACS preferred), Microsoft Office with expertise in Excel and Access or other database software
- Specialized training and experience in fund accounting preferred
- Bachelors degree in accounting
- Clear record as determined by a police background check

Spiritual Life

- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ.

General

- Must have a heart focused on ministry, not just a job
- Strong administrative, communication, project management and interpersonal skills.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information.
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30-60-90 Review given by the Senior Pastor with input from appropriate staff
- Annual Performance Reviews conducted by the Senior Pastor

Hours: Full time, salary position

Salary: Commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School

Eligible for sick leave, paid vacation, and paid personal days