

Calvary Lutheran Church

Financial Associate

Position Purpose: Working with the Pastor, Treasurer, Council, Stewardship and other Ministry Committees, the Financial Associate is responsible for managing the business affairs of the Church.

Responsibilities: Subject to review and adjustment in conjunction with the Pastor, the Personnel Committee and the Financial Associate the following constitute the major responsibilities of the Financial Associate of Calvary Lutheran Church.

- 1) Maintain accurate records of member contributions and prepare quarterly giving statements.
- 2) Handling of church accounting and finances utilizing accounting software.
- 3) Maintenance of accounting/financial, vendor, contractor, payroll and employee, and member contribution records.
- 4) Development and monitoring of budgets.
- 5) Preparing monthly finance and budget reports to Council and Ministry Teams.
- 6) Prepare financial information for the Congregation Annual Report and the Synod Annual Report.
- 7) Manage and monitor Funds and Investments.

Qualifications:

- 1) Minimum Associates Degree with course study in accounting; Bachelor's Degree preferred.
- 2) Minimum of 5 years of hands-on accounting/bookkeeping experience. Prior experience in a church setting preferred.
- 3) Strong proficiency in Microsoft Office and accounting software. Experience with Church 360 preferred.
- 4) Typing proficiency and accuracy; excellent math and computation skills.
- 5) Attention to detail with excellent organizational skills and ability to handle multiple tasks.
- 6) Strong verbal and written communication skills with an ability to relate well to people of all ages.
- 7) Ability to work with minimal direct supervision and possess exceptional follow-through skills.
- 8) Maintain strict confidentiality at all times, both while employed and after employment ends.

Hours of Work

The Financial Associate position is an hourly (non-exempt) part-time position working approximately 20 hours per week.

Reporting

- 1) The Financial Associate shall be supervised by the Pastor.
- 2) Goals and any changes to job responsibilities will be developed with the Pastor, and, as needed, any appropriate church committee.
- 3) Goals and additional job responsibilities will be approved by the Pastor before implementation.
- 4) An annual performance review will be conducted by the Pastor and a representative from the Personnel Committee.