

Calvary Lutheran Church

Finance Controller

Position Purpose: The Financial Controller serves the church by providing finance and accounting services to the congregation resulting in the effective operation of the church office in support of the church's vision of sharing the life-changing message of Jesus Christ. This critical position requires math and accounting skills, attention to detail, analytical skills, customer service, professionalism, confidentiality and discretion.

Responsibilities: Working with the Treasurer and Finance Committee, the following constitute the major responsibilities of the **Finance Controller** of Calvary Lutheran Church.

Accounting and Reporting

- 1) Record income/contributions to the applicable member database and the accounting system
- 2) Timely recording and payment of expenditures via checks, credit card, ACH, etc.
- 3) Monthly preparation of account analysis and financial statements including income & expense statements and balance sheets for the various funds
- 4) Monthly Finance Report for the Council Executive Committee & Finance Committee Chair, and Pastor
- 5) Preparation and communication of Actual to Budget reports to stakeholders

Cash Management

- 6) Maintain banking and investment relationships including the update of signature cards
- 7) Monitor cashflow to maximize interest and minimize fees
- 8) Forecast cashflow needs periodically

Payroll and Tax Reporting

- 9) Obtain new employee employment forms including W-4, WI WT-4, W-9 Employment eligibility Verification, , Direct Deposit Agreement, and Employee Handbook acknowledgment. Facilitate any work permit requirements.
- 10) Process bi-weekly payroll in the accounting system, bank account, and with tax authorities
- 11) Monthly payment and recording of benefits and retirement benefits
- 12) Quarterly filing of tax reports (IRS Form 941)
- 13) Annual preparation, issuance and filing of tax reports (W-2s, Form 1099, etc.)

Budgeting & Stewardship

- 14) Manage the annual budgeting process
- 15) Participate with the Stewardship Committee for the annual pledge campaign
- 16) Manage giving envelope process with service provider and congregation.
- 17) Distribute contribution statements

Audits & Year end Reports

- 18) Work with Treasurer and Finance Committee to identify Audit Committee members
- 19) Plan and coordinate the audit (review of accounting records and processes)
- 20) Provide reviewed final statements for the Annual Report
- 21) Provide annual financial information for the NALC Annual Report

Investments

- 22) Work with Endowment Committee to monitor and report on investments in the Organ Fund and Endowment Fund
- 23) Monitor intercompany between Funds and General Fund. Settle when appropriate.
- 24) Facilitate receipt and conversion of stock gifts

Contracts & Properties

- 25) Monitor service and equipment contracts. Facilitate new contracts with two or three proposals/quotes. Recommend to the property committee, finance committee, and council as required.
- 26) Participate on the Property Committee providing information on budget and spending. Help obtain proposals & analysis thereof. Facilitate projects between the Committee and service providers for efficient, timely, completion of projects.

Insurance

- 27) Facilitate the insurance policies between the insurer, finance committee and Council.
- 28) Prepare and report the annual Worker's Compensation insurance audit.
- 29) Facilitate the collection or issuance of Certificate of Insurance as needed

Outside Facilities Users

- 30) Facilitate any needed agreements, certificates of insurance, etc. for use of Calvary's facilities by outside groups such as Holy Cross and the counseling groups.
- 31) Monitor receipt of rent

Credit Card Management

- 32) Facilitate issuance of corporate cards to staff with appropriate credit limits.
- 33) Manage any issues between staff and the credit card company
- 34) Redeem points as appropriate – generally cash once per year.

Computers

- 35) Manage relationship between Service provider and Calvary needs
- 36) Monitor the daily server backup
- 37) Work with service provider to meet any outside vendor requirements and audits, including annual the PCI DSS Compliance Program.

Other

- 38) Maintain Calvary online calendar
- 39) Manage key assignment and inventory
- 40) Other duties as assigned

Qualifications:

- 1) Associates or Bachelor's Degree preferred.
- 2) Minimum of 3 years of experience in finance and/or accounting. Prior experience in a small business or church office accounting preferred.
- 3) Strong analytical skills.
- 4) Strong verbal and written communication skills with an ability to relate well to people of all ages.
- 5) Proficiency with Microsoft Office, accounting systems, data base, and computer systems
- 6) Maintain strict confidentiality at all times, both while employed and after employment ends.
- 7) Ability to work with little to no supervision and independently recognize needs/gaps/opportunities and initiate improvement of church operational processes.
- 8) Ability to work with frequent interruptions and changing priorities.

Hours of Work

The Finance Controller position is an hourly (non-exempt) part-time position working approximately 20-25 hours per week. The hours of work will be determined between the Finance Controller and the Pastor, and once decided, should remain consistent. There may be a few evening hours with committee meetings.

Reporting

- 1) The Finance Controller shall be supervised by the Pastor.
- 2) Goals and any changes in regards 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.