

**St. John Lutheran Church, ELCA**  
**1710 Fifth Street South**  
**Fargo, North Dakota 58103**

**Position Title: Office and Financial Manager**  
**Position Type: Administrative and Financial**  
**Reports to: Senior Pastor**

**Effective: 3/28/19**

**FLSA Status: Exempt**

**Purpose:** Oversees and manages all financial areas of the church including finance, accounting, budgeting, forecasting, analysis, reporting, contract negotiation and management and compliance. Manages the day-to-day operations, facilities and property management, office services and human resources of the church office. Manages the use, maintenance, and operations of the church grounds and buildings. *If applicable: Supervises support staff.*

**Responsibilities:**

*Finance and Accounting—50%*

- Accountable for the financial record keeping of the church and provides monthly reports to the Church Council. Ensures appropriate and accurate accounting records are maintained including: accounts payable, payroll, general ledger, financial statements, bank accounts, investment and tax reporting, individual contribution records.
- Serves as the church's key contact with financial vendors, professional firms, payroll processing firms, electronic/online giving merchant and financial institutions.
- Ensures appropriate insurance coverage is in place and periodically reviews coverage and reviews new proposals to mitigate unnecessary risk.
- Monthly reviews financial commitments and contracts to ensure compliance and determine opportunity for possible adjustments.
- Completes year end processes including unemployment, benefits, 1099's, year-end financials, annual report, etc.
- Communicate with ministry staff and committees with financial status throughout the calendar year; collate ministry and committee needs to prepare an annual draft budget for council and congregational approval; work with Stewardship and other committees for financial forecasting.
- Administer payroll and employee benefits.
- Coordinate and produce the annual report for the annual meeting.
- Prepare and distribute quarterly cash and in-kind Contribution Statements to giving members.
- Supervise volunteer money counters and the deposit process.
- Coordinate and implement the electronic giving program.

*Operations—30%*

- Develops and documents business processes and operating procedures.
- Manages inventory and maintenance of all building equipment including office equipment, phone systems, security systems, copy machines, computer system hardware, financial transaction equipment and kitchen equipment
- Researches new business procedures, computer techniques and financial programs.
- Coordinates and monitors purchasing and the inventory process for equipment, furniture, supplies and other items.
- Gathers information and works with auditors as needed.

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- Facilitates project management for the maintenance and upkeep of all buildings and grounds which includes coordinating with committees, contractors, and architects on renovations and repairs.
- Produce church directory listing annually in non-photo directory years (shared responsibility w/Parish Secretary).

*Human Resources—20%*

- Supports Sr. Pastor with a human resources plan with policies, structures, and processes which support the church staff in areas of compensation, performance and people development, recruitment, training, staff relations, benefits and communication.
- Assist Sr. Pastor in hiring efforts and manages all recruitments processes and compliance.
- Keeps accurate employee files for all church staff, and annually reviews and updates Employee Handbook.
- Processes all new employee information including: required forms, entering information into the payroll system, and gathering information for benefits enrollment.
- Ensures job descriptions are updated and current for all active positions.
- Manages the annual benefits enrollment process and ensures all documentation is filed appropriately.

*General*

- Performs other duties as assigned by supervisor or other designate.

**COMPETENCIES**

- Works with integrity and is ethical and upholds Christian values.
- Ability to use independent judgement to make decisions of a material nature.
- Must be a strong team builder.
- Must possess solid analytical skills and sound decision-making capabilities.
- Ability to present recommendations in a timely, clear and concise manner.
- Ability to take initiative, be a strong team player, and respond to work demands in a flexible manner.
- Ability to produce timely, high quality work products in a deadline-oriented environment with minimal supervision.
- Excellent written and verbal communication skills and interpersonal skills.
- Ability to effectively plan and organize.

**Minimum Qualifications:**

- Associate degree in accounting, business, or equivalent; 1 year financial work experience; competent in Microsoft Word, Publisher, Outlook, Excel, Financial & Church Management Software

**Desirable Qualifications:**

- Bachelors degree in accounting, business, or equivalent; 5 years financial work experience; skilled in the use of Microsoft Office Suite, Adobe, social media; familiar with internet-based marketing

**Employment Contingencies:**

- Background check results; able to use up to 20 pounds of force occasionally to move objects; able to sit for an extended amount of time; able to grasp, push, pull, carry or otherwise manipulate objects.

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**Full Time Equivalent (FTE):** .75- 1.0 (30-40 hours weekly)

**Employment Status:** Full-time

**General Employment Period:** January thru December

**Number of Months:** 12

**General Work Schedule:** Monday through Thursday and Friday 9am to 1pm

**Equal Employment Opportunity Statement:** St. John Lutheran Church is an equal opportunity employer. St. John is fully committed to equal opportunity in employment decisions, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.