

JOB TITLE: Finance Manager

DEPARTMENT: Administration

REPORTS TO: Administrator

REVISION DATE: 9/22

JOB SUMMARY: Coordinates financial reporting and payroll functions and supports the budget development process. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

- A. Education: Bachelor's degree in accounting, management, or related field preferred.
- B. Experience: Church financial accounting experience or related experience.
- C. Religious Training: Must complete Nazareth's "Belong Class" within 12 months of hire. Employee is not required to become a member of Nazareth.

DUTIES, TASKS, RESPONSIBILITIES:

- A. Provides oversight and direction to payroll and financial duties.
 - Processes semi-monthly & monthly payroll with Hogan Hansen and compiles any necessary documentation and record keeping.
 - Assists the Administrator with salary and benefit programs.
 - Maintains knowledge of laws and regulations affecting practices.
 - Gathers financial information for monthly, quarterly, annual and other reports.
 - Anticipates potential problems and helps resolve issues.
 - Compiles statistical information.
 - Reviews data for accuracy.
 - Enters data into financial software.
 - Maintains record keeping.
 - Provides direct supervision to the Finance Secretary.
 - Alternates with the Finance Secretary to reconcile holiday deposits.
- B. Provides support for financial planning, budget preparation and Annual Meeting.
 - Coordinates the financial planning process with Administrator and Finance Secretary.
 - Facilitates the coordination of yearly Stewardship.
 - Prepares/contributes to an annual budget that is congruent with goals and objectives.
 - Establishes, implements and monitors the budget.
 - Prepares financial plan and annual budget in a timely manner, meeting appropriate financial indicators.
 - Maintains acceptable level expenditures consistent with budgeted amounts when possible.
 - Assists with year-end financial review with auditors.
 - Acts as staff liaison to Finance Committee, Endowment Committee and Stewardship Committee.
 - Works with Church Council Finance Chair in preparing for Church Council meetings and Congregation updates/reports.
- C. Provides customer service to both internal and external customers.
 - Answers telephones, directs calls, takes messages, and handles questions as needed.

MANAGEMENT FUNCTIONS:

- A. Attend to personal spiritual growth.
- Models biblical principles of spiritual leadership and discipleship in the context of relational interactions and the performance of job responsibilities.
 - Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
 - Commits to ongoing learning and openness to the Spirit's leading and direction for ministry.
 - Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
 - Must be coachable and maintain good character.
- B. Manages in accordance with policies and procedures.
- Keeps supervisor informed of program, problems and issues.
 - Resolves problems independently as appropriate.
 - Communicates to staff financial updates.
 - Adheres to existing policies and procedures; assists in/develops policies and procedures that are consistent with regulating agency guidelines and Nazareth Evangelical Lutheran Church's mission.
- C. Adheres to all safety policies and procedures
- Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
 - Maintains a safe working environment and practices safe working habits.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed

Date

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

"Getting Our Hands Dirty for the Cause of Christ!"

VALUES

