

# Director of Finance Job Description

**JOB TITLE:** Director of Finance **DEPARTMENT:** Administration

**REPORTS TO:** Church Administrator **REVISION DATE:** 3-14-23

**JOB SUMMARY:** Coordinates financial reporting, accounting and payroll functions while supporting 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: A degree in accounting, management, or related field preferred.
- B. Experience: Church financial accounting experience or related experience.
- C. 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 financial 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 various Ministries regarding budget and spending.
  - Reconciles holiday deposits.
  - Receives, posts balances and deposits offerings and other receipts.
  - Coordinates, maintains, and updates files, records, reports, and confidential materials.
  - Updates and maintains files and records for easy retrieval.
  - Compiles necessary data for the completion of reports, lists, and records.
  - Compiles and distributes financial statements quarterly.
- B. Maintains Blessed Beginning, Mission Trips and Mission Projects Financial Records,
  - Enters all receipts into computer files monthly.
  - Balances checking & savings accounts monthly.
  - Creates monthly & year-end reports.

- Tracks Mission Trip spending and Mission Project spending.
- Creates spreadsheets to track giving.
- Collects, records and deposits monies.
- Creates and distributes letters of givers.

C. Provides support for financial planning, budget preparation and Annual Meeting.

- Coordinates the financial planning process with Administrator.
- Facilitates the coordination of yearly Stewardship.
- Prepares/contributes to an annual budget that is congruent with goals and objectives.
- Establishes, assists in implementing, 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.

D. Negotiates insurance programs, contracts, and capital expenses in conjunction with Church Administrator.

- Works with insurance committee and vendors to ensure adequate coverage.
- Negotiates rates with vendors.
- Responds to identified needs for purchases, services, and secures bids every three years.
- Recommends to Church Council the appropriate insurance bid for approval.

E. 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**

Job Type: Full-time

Salary: Range of \$45,000 to \$49,500 depending on skills and experience

Benefits:

- Health insurance
- Retirement plan
- Paid Vacation Days
- Sick Day accumulation

Physical setting:

- Office

Schedule:

- Monday to Friday
- Ability to commute/relocate:
- Cedar Falls, IA 50613: Reliably commute or planning to relocate before starting work (Required)

