



POSITION DESCRIPTION – FINANCIAL SERVICES

HOURS: Full Time (40 Hours, Monday-Friday) Non-Exempt
SALARY: Based on experience
REPORTS TO: Personnel Officer

QUALIFICATIONS: Must be able to communicate well with the staff, vendors and financial institutions in person and on the telephone, and maintain confidentiality. Applicant must have basic organizational skills, typing, filing, and computer knowledge of Microsoft Office and database experience such as Shelby, Church Windows or other Church Software. Must be able to work independently with minimal supervision and organize workload to accommodate multiple tasks.

RESPONSIBILITIES INCLUDE:

1. Responsible for Accounts Payables functions to include reviewing and verifying invoices and check requests, entering and uploading invoices into the database, preparing and processing electronic transfers and payments, and performing check runs.
2. Post transactions to journals, ledgers and reconcile all financial statements.
3. Maintain vendor files, correspond with vendors to resolve errors and respond to inquiries for Accounts Payables.
4. Reconcile all accounts monthly and at year-end and produce monthly reports for Treasurer, Executive Board and Commissions.
5. Review time cards in order to process the bi-weekly payroll and electronic transfers for employees. Track vacation, sick and holiday leave for employees and monitor employee hours to in order to meet benefit eligibility guidelines.
6. Submit State and Federal tax payments in compliance with statutory reporting and filing requirements.
7. Administer all benefit programs including medical, dental, vision, life, disability and retirement through Concordia Health Plans, MetLife, Select Account and Aflac Insurance.
8. Process paperwork for new employees, changes and terminations and enter employee information into the payroll system.
9. Submit employee disability and Worker's Compensation claims.
10. Oversee the volunteer counting teams by providing account information and correcting any contribution entry errors in the database. Take the deposit to the bank each week and resolve any discrepancies with the bank.
11. Enter online giving into the Contributions module and track all weekly giving on spreadsheet to submit numbers to be printed in the church bulletin.
12. Upload the ECC and TLS tuition electronic transfers for Accounts Receivables into the bank each week.
13. Work with CPA/Auditor to produce annual financial reports to Lutheran Church Extension Fund.