



Financial Coordinator Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their position less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

_____ Perform Accounts Payable functions, including review and verification of invoices and check requests, enter and upload invoices into database, preparation and process of electronic transfers, payments, and check runs
Comments: _____

_____ Post transactions to journals and ledgers and reconcile all financial statements
Comments: _____

_____ Maintain vendor files, correspond with vendors to resolve errors, and respond to inquiries for Accounts Payable
Comments: _____

_____ Reconcile all accounts, monthly and at year-end, and produce monthly reports for Church Treasurer, Executive Board, and Commissions
Comments: _____

_____ Maintain employee records in Paycor, review timecards, and process bi-weekly payroll & electronic transfers for employees
Comments: _____

_____ Track vacation, sick and holiday leave for employees, and monitor employee hours to meet benefit eligibility guidelines
Comments: _____

_____ Review Paycor's State and Federal tax payments in compliance with statutory reporting and filing requirements
Comments: _____

_____ Administer all benefit programs, including medical, dental, vision, life, disability, and retirement through Concordia Health Plans, Fidelity, HealthEquity, and Aflac Insurance

Comments: _____

_____ Process paperwork for new employees, including changes and terminations, and enter employee information into payroll system

Comments: _____

_____ Submit employee disability and Worker's Compensation claims

Comments: _____

_____ Oversee the volunteer counting teams by providing account information and correcting any contribution entry errors in database

Comments: _____

_____ Deliver the deposit to bank each week and resolve any discrepancies, if any, with the bank

Comments: _____

_____ Enter online giving into Contributions module and track all weekly giving on spreadsheet to submit numbers for printing in church communications

Comments: _____

_____ Work with School Coordinator to upload ECC and TLS tuition electronic transfers for Accounts Receivables into bank on a weekly basis

Comments: _____

_____ Work with CPA/Auditor to produce monthly financial reports to Timothy's leadership and annual financials reports to Lutheran Church Extension Fund

Comments: _____