



POSITION DESCRIPTION -- FINANCIAL COORDINATOR

HOURS: Full-time (40 hours, Monday through Friday), Exempt
SALARY: Based on experience
REPORTS TO: Business Coordinator

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

RESPONSIBILITIES INCLUDE:

1. 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
2. Post transactions to journals and ledgers and reconcile all financial statements
3. Maintain vendor files, correspond with vendors to resolve errors, and respond to inquiries for Accounts Payable
4. Reconcile all accounts, monthly and at year-end, and produce monthly reports for Church Treasurer, Executive Board, and Commissions
5. Maintain employee records in Paycor, review timecards, and process bi-weekly payroll & electronic transfers for employees
6. Track vacation, sick and holiday leave for employees, and monitor employee hours to meet benefit eligibility guidelines
7. Review Paycor's State and Federal tax payments in compliance with statutory reporting and filing requirements
8. Administer all benefit programs, including medical, dental, vision, life, disability, and retirement through Concordia Health Plans, Fidelity, HealthEquity, and Aflac Insurance
9. Process paperwork for new employees, including changes and terminations, and enter employee information into payroll system
10. Submit employee disability and Worker's Compensation claims
11. Oversee the volunteer counting teams by providing account information and correcting any contribution entry errors in database
12. Deliver the deposit to bank each week and resolve any discrepancies, if any, with the bank
13. Enter online giving into Contributions module and track all weekly giving on spreadsheet to submit numbers for printing in church communications
14. Work with School Coordinator to upload ECC and TLS tuition electronic transfers for Accounts Receivables into bank on a weekly basis
15. Work with CPA/Auditor to produce monthly financial reports to Timothy's leadership and annual financial reports to Lutheran Church Extension Fund