St. Paul Lutheran Church, Sheboygan Falls

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| MINISTRY POSITION: Financial Assistant  |
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| REPORTS TO: Director of Church Administration | DATE: October 2021 |
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| MINISTRY: Administration  | REVISED BY: Stefanie Trakel  |

TEAM MINISTRY:

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. Paul’s Ministry responsibilities may change as the needs of the congregation change.

We expect our entire Leadership team to be constantly seeking the Lord’s “vision” for our congregation. Our Lord has commanded us to “Go, making disciples of all nations…baptizing…and teaching them to obey (Christ)…” (Matthew 28:19-20). The people of St. Paul Lutheran Church, praying for God’s guidance and strength to fulfill His command, have adopted this Mission Statement: “As friends of God through Jesus, empowered by the Sprit, we are Connecting People to Christ by sharing His love in word and action everywhere we are”.

POSITION PURPOSE:

To provide clerical and accounting support to the Church Treasurer and Director of Church Administration.

REPORTING RELATIONSHIP:

* Reports to the Director of Church Administration.
* No subordinates report to this position.

ESSENTIAL FUNCTIONS:

* Process bi-weekly payroll and maintain records, including time reports, vacation requests, withholding elections and remittances. Assist in the preparation of tax filings and 941 Federal Tax forms.
* Maintain the accounts payable system, including processing payments for vendors.
* In conjunction with the Director of Church Administration, process all deposits and payments. This includes emptying all drop boxes.
* Recording all receipts and disbursements. Assist in the preparation of the monthly financial statements and any statistical reports as requested.
* Post all Early Childhood Center online and cash/check payments into Accounting Software. Prepare invoices and tax documents.
* Coordinate the Finance Team and weekly congregation offerings, which includes recording and posting weekly offering envelopes and preparing reports.
* Oversee the online giving programs. Maintain records, post offerings and prepare reports.
* Management of the Church Bookstore, including inventory and payment processing.
* Provide administrative assistance for the Rite of Confirmation.
* Sort mail daily.
* Coordinate and process all background checks for staff and volunteers.
* Coordinate all Lutheran Education Scholarships.
* Provide front office support as needed, including answering phones, assisting walk ins and printing/cutting bulletins.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position.

* Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

* At a minimum, a high school diploma or equivalent is required, an Associate’s Degree in Accounting preferred.
* A spiritually mature Christian committed to the mission, vision and core values of St. Paul Lutheran Church.
* Excellent communication, interpersonal, discernment, teamwork, and organizational skills.
* Intermediate computer skills including proficient keyboarding skills and experience in using Microsoft Office products, including excel and email. Experience with accounting software preferred.
* Must have high attention to detail and accuracy.
* Ability to work independently with minimal supervision and make decisions with good judgment.
* Ability to prioritize workload with time constraints.

MENTAL/PHYSICAL REQUIREMENTS:

* Exposed to normal office environment.
* Must be able to sit majority of the workday.
* Must be able to perform repetitive motions using hands, wrists and /or fingers.
* Operates all equipment necessary to perform the job.