

Rocky Mountain Synod + Evangelical Lutheran Church in America

Financial Administrator (full time)

The Rocky Mountain Synod of the Evangelical Lutheran Church in America is seeking a **full charge bookkeeper**, with experience with payroll, financial statements, bank reconciliation, and general **bookkeeping** with these qualities:

- Understanding and appreciation for the work of the church
- strong bookkeeping and computer skills
- Outstanding people skills
- Great attention to detail
- Strong organization skills
- Ability to prioritize and multi-task
- Proximity to RMS Office near Highway 36 at Pecos exit

I. Administrate Synod Finances

- Oversee all aspects of bookkeeping for the Rocky Mountain Synod
- Manage the congregational contribution accounting system
- Manage the accounts payable, payroll, and financial statements
- Track staff hours, benefits, and vacation
- Track expenses and process reimbursement requests
- Work with the synod treasurer in monitoring and preparing the synod budget and monthly reports to staff and Executive Committee
- Work with the bishop and the assistant to the bishops in providing accurate accounting reports to committee and task forces
- Keep accounting records for all events including theological conference, assembly, youth gatherings and any special events
- Receive travel equalization forms and approve for payment
- Keep account records for Lutheran Advocacy Ministry Colorado
- Keep Portico up to date on any changes in payroll for staff
- Correspond with congregations regarding their giving
- Track Mission Support intents that come in at the beginning of the year
- With the synod treasurer, call together a Synod Finance Team for the purpose of reviewing procedures, investments, and strategies

II. Oversee Contracts, Files and Policies

- Oversee insurance policies and communicate with insurance companies
- Maintain files of synod contracts for property and equipment. Track expiration dates and report issues and changes to staff or synod council
- File annual property tax exempt forms with State of Colorado
- File annual corporation report forms for all five states of the synod
- Record and file congregational reports
- Maintain Personnel Files

III. Support to Office of the Bishop Staff

- Welcome and greet visitors, answer the telephone and respond to general questions in partnership with other staff members and volunteers
- Assist with travel and meeting arrangements
- Monitor and order general office supplies
- Provide administrative support to staff members, programs, and projects as assigned
- Partner with the entire staff in carrying out the annual Synod Assembly and Theological Conference
- Provide support for the 3E Lilly Grant project
- Provide support for Theater and Theology program