

Trinity Lutheran Church
Position Description
Finance Coordinator

MISSION:

The primary role of the Finance Coordinator is to support the ministry and mission of Trinity Lutheran Church (“a welcoming faith community living together in God’s love to share the joy of Jesus Christ”) by managing financial records of the church to ensure accurate reporting of financial activities.

The Finance Coordinator position is a year-round position requiring an average of 20-25 hours per week.

RESPONSIBILITIES:

Accounting and Bookkeeping

- Work with volunteers to count the weekly offerings, contributions received by mail or delivered in person for all of Trinity's accounts. Record and reconcile receipts, prepare and deliver deposits to the financial institutions for all appropriate accounts.
- Monitor and accurately record contributions from various on-line sources, i.e. Simply Giving, Venmo, credit cards, Thrivent Choice Dollars, etc.
- Process Accounts Receivable and Accounts Payable according to proper procedures.
- Maintain Quickbooks to accurately reflect financial transactions and related spreadsheets as needed.
- Maintain member contributions in the database, verify accuracy, and prepare contribution statements.
- Prepare copies of statement for all Trinity's accounts and arrange for the Office Administrator to reconcile the accounts.
- Order offering envelopes for those members who want to use them.
- As new officers are elected, arrange to update the authorized signers for our bank and brokerage accounts.

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Payroll and Human Resources

- Process payroll through MinistryWorks for Trinity staff and TLC Preschool staff.
- Update all salary and benefit changes with MinistryWorks as needed.
- Process and maintain new employee documentation, including contract laborers.
- Work with our insurer to update Worker's Compensation information, including completing claims.

Finance Ministry

- Attend Finance Ministry meetings and record minutes as requested.
- Prepare monthly financial reports and related documents to be presented at the Finance Ministry meetings for approval and to be reported to Council.
- Work with Finance Ministry, ministry chairs and Pastor/staff to prepare the annual Ministry Funds Proposal (budget).
- Arrange to schedule the Financial Review Committee to review all of Trinity's accounts and records, including Trust, Preschool and Youth accounts.
- Record all new annual pledges as needed.

Communication and Reporting

- Provide financial reports as needed to Ministry Chairpersons, Council, finance Ministry, Trust and Communications Director.
- Email the Preschool Treasurer as needed with Preschool payments received through our website and amounts needed to reimburse the General fund.
- Email the Treasurers of St. Paul's and Mary of Magdala providing the amounts owed for shared staff payroll expense.

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- Email Mountain Gymnastics to request their monthly donation for parking lot use.
- Review contribution records for accuracy, prepare the member contribution statements and arrange to have them mailed.
- Coordinate with Preschool and Youth bookkeepers to prepare the annual financial reports to be submitted to the Communications Director for the Annual Report.
- Prepare and submit required legal reports as needed. i.e. Colorado Exempt Property, Colorado Periodic report, Worker's Compensation audit, and financial information for the ELCA Annual congregations report.
- Perform the annual certification of safe credit card practices when requested by the Payment Card Industry Data Security Standard
- Certify Trinity's eligibility with Benevity to continue receiving employee/employer matching gifts.

Office Responsibilities

- Attend staff meetings as requested.
- When working on-site in Trinity's office, support other staff as needed.
- Work with the Pastor and Office Administrator to review contribution records to determine inactive members to be removed from the database.
- As needed and requested, assist in obtaining bids for office equipment contracts and database software companies.
- Work with the Property Ministry and our Property and Liability Insurance company representative when the policy is due to be renewed.

Required Skills

The Finance Coordinator should possess the following qualities, skills and experience:

- Knowledge of bookkeeping/accounting functions, including budgets
- Working knowledge of accounting software (e.g. Quickbooks or comparable)

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- Working knowledge of spreadsheet and database software programs
- Commitment to maintain confidentiality and professionalism
- Ability to relate to others with good interpersonal skills.

Expectations

As a member of Trinity's staff and one of the "faces" representing the congregation, the Finance Coordinator will:

- Work in collaboration with Trinity's staff, clergy, Council, and congregation members and with all the congregations that are a part of the 301 Faith Partners.
- Commit to following Trinity's staff covenant and employee handbook.
- Receive supervision, evaluation and direction from Trinity Treasurer, Finance Ministry, clergy and congregation council.
- Carry out assignments independently consistent with the direction and broad-based objectives provided by the Finance Ministry.
- The position may require occasional evening and/or weekend meeting activities.