



Job Title: Financial Coordinator

Status: Part-time

Reports To: Business Manager

FLSA: Hourly

Date: 8-26

Job Summary:

The Financial Coordinator is responsible for assisting with the overall accounting functions of the church. The Financial Coordinator works in conjunction with the Business Manager in management of the church office, human resources and budgeting.

Essential Job Functions:

1. Responsible for all accounting operations, including members' contribution records, deposits and online giving, accounts payable, budget and payroll.
2. Ensures requested expenditures fall within budget and meet required approvals.
3. Complete reconcilements of bank accounts and member giving monthly.
4. Prepare and file required reporting of payroll taxes, W-2 and 1099s, and workman's compensation audits.
5. Support role in the management of Bethany databases and technology.
6. Assists with annual budget preparation, capital campaigns and special gifts.
7. Maintain personnel files and administer employee benefit programs.
8. Assist human resources with staff years of service records and certificates, background checks, staff time-off requests.
9. Maintains financial data in [Bethany finance systems](#), as well as performing administrative tasks, i.e. event approvals, support tickets.
10. Assists in management of the day-to-day operations of the church office.

Knowledge, Skills and Abilities:

- Experience with accounting software and the ability to generate financial reports for pastors, staff and council.
- Provide a high level of accountability, transparency and healthy business practices.

- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office programs and knowledge of computer systems and software.
- Be a team player who can work effectively with other members of the church staff.
- Have an excitement and commitment to the vision and mission of Bethany Lutheran Church.

Education and Experience:

Associate or bachelor's degree in business administration, Accounting or related field and a minimum of three (3) years' experience in church or business administration. Experience can be substituted for a degree. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date