

## Ascension Lutheran Church

### Position Description Fall 2020

#### Position Title: Finance Manager

**Reports to:** Director of Administrative Ministries

#### Summary:

This is a part-time (20 hours per week) regular non-exempt position. This position will work closely with the Director of Administrative Ministries and Church Finance Team on the accounting operations and reporting for the Church and Foundation.

#### Duties and Responsibilities:

##### Accounts Receivable:

- Maintain and foster all banking and brokerage relationships
- Monitor and manage stock contributions
- Assist in preparing contribution statements quarterly
- Communicate with donors regarding their contributions as needed

##### Accounts Payable:

- Coordinate with the Accounting Clerk for timely processing of church related invoices
- Validate new vendors and approve before the Accounting Clerk adds them to the system
- Annually review and update authorized vendor list
- Oversee distribution of 1099's by the Accounting Clerk

##### Reporting for Church and Foundation:

- Recording and maintenance of general ledger, all bank accounts, investments and loans
- Complete monthly and annual journal entries
- Preparation of all financial reports, statistical and trend analyses, forecasts and projections
- Perform close of accounting month end and prepare reports for Finance Committee and Council.
- Attend and participate in monthly finance committee meetings
- Assist in preparing Annual Report to the Congregation
- Assist Director of Administrative Ministries on tax reporting and preparation

##### Budget:

- Assist in populating budget items with the Director of Administration
- Input, maintain, and report on the Church and foundation budgets throughout the fiscal year.
- Maintain fixed asset and depreciation schedules

**Internal Audit:**

- Perform Bank reconciliation with general ledger
- Advise on, help implement and manage appropriate Separation of Duties for the organization
- Review and Approve payroll registers before submission for payment for church
- Reconcile payroll journal entries monthly
- Review payroll registers before submission for payment for school
- Annually review and update authorized vendor list
- Validate new vendors and approve before Payables team adds them to the system

**External Audit:**

- Coordinate and prepare supporting reports for annual audit from outside agency
- Collaborate with auditors to answer questions and sign management letter
- Accumulate data files and provide financial information summaries as requested
- Implement audit requirements and suggestions

**Other duties as assigned****Qualifications:**

- Bachelor's degree in related field: finance, economics, or business administration preferred
- 5 years general accounting experience
- Solid understanding of accounting practices and internal controls under GAAP
- Strong attention to detail with a high degree of accuracy
- Good written and communication skills
- Good presentation skills
- Good working knowledge of Excel
- Shelby Systems church management software a plus
- Active, demonstrated faith

**Work Environment:**

This position will function in a typical office environment, utilizing a personal computer, telephone, and other normal office equipment to perform the necessary job duties.

**To Apply:**

Please send your resume to [info@alcto.org](mailto:info@alcto.org)