

**FINANCE COORDINATOR JOB DESCRIPTION**  
**Part-time position at Bethel Evangelical Lutheran Church**  
[www.bethel-mpls.org](http://www.bethel-mpls.org) 612.724.3693

*In gratitude, Bethel Evangelical Lutheran Church amplifies God's grace, nourishes all creation, reaches out and builds community. We are a Reconciling in Christ congregation. Bethel's Children, Youth, & Family ministry bridges generations to model, equip, and encourage a foundation of trust in God's story.*

**JOB PURPOSE:**

The Finance Coordinator does the day-to-day accounting, such as check writing, payroll, etc. and keeps the church's financial records in order to provide financial statements to the elected Treasurer and other members of the Board of Administrators for their monthly meetings and to the congregation.

**WORKING RELATIONSHIPS:**

The Finance Coordinator works with the Board of Administrators in use of funds and budgets and reports to and receives direction from the Treasurer, Pastor, and Board of Administrators. He/she also assists Bethel office work when needed and receives direction from the Office Administrator and Pastor. The Finance Coordinator is responsible to the Lead Pastor and the Board of Administrators (which includes the Treasurer). She/he reports to the Lead Pastor on a day-to-day basis.

**WORK SCHEDULE:**

This is a part-time position averaging 12-18 hours per week. The Finance Coordinator is paid on an hourly basis and works as needed to get the job done. Hours may vary according to the work load. January/February is the busiest time and summer is the slowest time.

**PRIMARY JOB RESPONSIBILITIES:**

1. Maintains all financial records in the Connect Now software on church computer and does all accounting work on this system. Maintains appropriate back-ups to the Connect Now system.
2. Pays church bills on a weekly basis or as needed.
3. Handles all aspects of payroll including monthly payment of Federal and State taxes. Does quarterly 941 payroll forms as well as MN on-line reporting forms. For year end, does W-2 and 1099 reporting as needed and files all Federal and State reports.
4. Works with the Office Administrator on weekly income deposit of monies received through the church office and mail. Verifies the accuracy of weekly and monthly income reports prepared by the Office Administrator. Creates weekly and monthly reports of Sunday offerings and monies received in the office. Assists in counting and overseeing entry of church contributions and creating member contribution statements.
5. Prepares monthly financial statement through the Connect Now software or with the Excel program for statements not available through Connect Now.
6. Reconciles bank statements monthly.
7. Manages money between checking and savings accounts and ELCA Mission Investment accounts.
8. Works with Office Administrator and Pastor to submit congregational report to Minneapolis Area Synod, as well as assists with creating the Bethel Annual Report.
9. Works with audit committee each year (arranged by the Treasurer).

**OTHER DUTIES:**

1. Assist and fill in with administrative tasks of the church office.
2. Work other office hours in agreement with other office staff.
3. Maintain human resource records.

**QUALIFICATIONS/EXPERIENCE:**

A spiritually and socially mature person with at least a two year degree in accounting, along with job experience. Ability to use church management software systems. Bethel uses Church Management Systems and Connect Now. Familiar with Microsoft Office, with emphasis on Excel and Publisher. Ability to maintain confidentiality.

**ADDITIONAL INFORMATION:**

This is a part-time position with no benefits. Salary commensurate with experience. Please submit a letter of application, resume, and list of references to Bethel Lutheran Church, 4120 17<sup>th</sup> Ave S, Minneapolis MN, 55407, or [bethel@bethel-mpls.org](mailto:bethel@bethel-mpls.org), ATTN: Finance Coordinator Search Committee. Review of applicants will begin on Sunday, September 18, 2016.