

**FINANCE MANAGER  
POSITION DESCRIPTION**

Muhlenberg Lutheran Church, Harrisonburg, Virginia

**Status:** Part-time, Non-exempt (hourly)

**VISION FOR MINISTRY:** The Finance Manager provides timely, efficient, and accurate bookkeeping services for church staff and ministry teams; manages accounts receivable, accounts payable, general ledger, payroll, and financial databases; and prepares reports as needed.

**ESSENTIAL FUNCTIONS:** *(Direct Responsibility)*

**Properly account for member giving**

- Obtain and record Estimates of Giving made during the annual stewardship drive and capital campaigns.
- Prepare quarterly giving statements.
- Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- Prepare offering envelopes once a year.
- Coordinate as needed with volunteer Financial Secretary.

**Pay vendors and process payroll and benefits**

- Enter all approved invoices for payment, cut checks, and prepare for mailing.
- Process payroll according to congregation's payroll schedule, pay payroll taxes, file quarterly payroll tax reports and prepare W-2's as required.

**Maintain accounts**

- Balance checking accounts and investment accounts and submit reconciliation to Treasurer for signature.
- Coordinate as needed with volunteer Treasurer.

**Prepare financial reports**

- Prepare a weekly giving summary.
- Prepare monthly reports for the church council and individual ministry teams.
- Prepare year-end financial reports and assist in the development of annual budget.
- Develop cash flow projections and maintain adequate cash flow.
- Prepare and file required 1099's at year-end.

**Participate in church audit and other assigned duties**

- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Participate in weekly staff meetings.
- Perform other necessary and related work as may be assigned.

**CONTINUING EDUCATION**

This position may require involvement in continuing education to enhance professional skills and knowledge in pursuit of excellence in the ministry of Parish Administration. Leave and funding for continuing education will be granted as deemed necessary by the supervisor.

## **MINIMUM SKILLS AND QUALIFICATIONS**

- Commitment to Jesus Christ and Christ's church
- A clear understanding and ability to articulate this congregation's mission, vision, and values
- Formal education in bookkeeping, professional certifications, or at least 3 years practical experience in fund-based accounting and account reconciliation
- Demonstrated proficiency in computer skills including Word and Excel, and specific fund-based accounting software
- Knowledge of Power Church accounting software is a plus but not required. Must be willing to train on the above if not knowledgeable.
- Ability to maintain strict confidentiality
- Attention to detail and precision in account reconciliation and report generation
- A commitment to good interpersonal relationships, teamwork, and support of church ministries
- Ability to facilitate and embrace change as necessary for growth

## **ACCOUNTABILITY**

The finance manager will be part of a team ministry, working in collaboration and harmony with pastors, congregational leaders, lay staff and members. The finance manager reports to the Parish Administrator on behalf of the Pastors and Congregation Council. The Parish Administrator will authorize time off, sick and vacation leave and act as the direct supervisor on the Council's behalf.

**3 MONTH PROBATION:** The Finance Manager will be evaluated by the Parish Administrator after 3 months at which time either the Finance Manager or Muhlenberg Lutheran Church may withdraw from the employment agreement without penalty or negative review. If both are in agreement to continue employment the Finance Manager will be evaluated as needed (at least annually).

**WORK TIME REQUIREMENTS:** Part-time, with regular hours normally between 8am-3pm. This includes all preparation necessary to fulfill these responsibilities. The first two weeks of the month may require more hours than the second two weeks of the month, but hours should be 15-20 hours a week.

## **PHYSICAL REQUIREMENTS**

- Ability to move freely about the facilities and campus—occasionally
- Ability to read and comprehend material for evaluation and action—frequently
- Ability to use office equipment (phones, computer, copier, etc.)—frequently
- Ability to drive personal vehicle for meetings, errands, etc.—occasionally
- Ability to sit/stand/walk—frequently
- Ability to bend/stoop/climb—occasionally
- Ability to speak in a public forum—occasionally

## **CORE COMPETENCIES:**

To be effective in this position the following Core Competencies are essential:

*Interpersonal relationships.* Relates well to all people, inside and outside the congregation; builds effective working relationships and partnerships; maintains appropriate boundaries; uses diplomacy and tact; regarded as a cooperative and enjoyable part of staff and lay ministry teams.

*Trust and Integrity.* Is widely trusted; seen as direct and truthful; always keeps confidences; admits mistakes; always offers public support for pastors, lay leaders and fellow staff, addressing concerns with these co-workers directly or through appropriate procedures; takes responsibility for personal and professional conduct that adheres to an appropriate and effective set of Christian core values.

*Managing Vision and Purpose.* Articulates and supports the vision and ministry of Muhlenberg Lutheran Church; communicates a compelling and inspired vision for ministry; focuses beyond the here and now to a larger, often-changing, sense of purpose and possibilities; creates an infectious sense of hope and optimism, especially in the face of challenges; helps others own the vision!

*Process Management.* Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

*Attention to Detail.* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

*Supervision and Planning.* Works with the Parish Administrator to set and evaluate objectives and goals on a quarterly basis; embraces supervision and constructive criticism as opportunities to learn and grow; accurately assess the length and difficulty of a project; breaks down the work into process steps; adjusts for problems; measures performance and evaluates results.

*Organization.* Gathers and organizes resources to accomplish specific goals and objectives; can effectively orchestrate multiple activities at once; responds to pressure gracefully; can establish priorities and use appropriate delegation; uses resources effectively and efficiently.

*Developing Lay Ministries.* Is able to identify potential talent and recruit capable people into positions of responsibility; provides clear assignments; delegates appropriately; builds people up; maintains open and active dialog with the Parish Administrator, pastors, fellow staff and lay ministers; communicates goals and objectives clearly; holds people accountable.

*Managing Conflict.* Deals with problems quickly and directly; steps up to conflicts without blaming or accusing others, seeing them as opportunities; listens carefully and fully to others, seeking clarity and understanding; settles disputes directly, collaboratively and equitably; seeks common ground.

***Compensation will be commensurate with experience. The wage range is \$23-25 per hour.***