



Financial Administrator

- I. **Purpose of Position:** To oversee the church's financial, budget, payroll, and benefit functions.
- II. **Supervision:** Responsible to and under general direction of Pastor serving as Head of Staff.
- III. **Position Status:** Position is permanent part-time. Hours are flexible: Monday through Friday between 8:00AM and 5:00PM up to 25 hours per week.
- IV. **Salary:** Hourly Compensation TBD
- V. **Responsibilities:**

Financial

Accounts Payable

- Maintain vendor records
- Keep track of all payments and expenditures
- Bi-monthly payment to vendors
- Maintain historical records
- Disburse monthly and annual benevolence checks

Cash Management / Accounts Receivable

- Manage incoming and outgoing cash effectively on a daily, monthly and annual basis
- Liaise with banks to address any account issues and queries
- Receive, compute and deposit contributions
 - Electronic donations
 - Maintain, import, record and transfer Vanco donations
 - Maintain PayPal account. Record and transfer donations
- Manage Messiah finances
- Manage Altar Guild finances
- Manage and disburse Missouri Slope Lutheran Home donations
- Prepare and mail bi-annual and annual Contribution Statements
- Receive and record annual Intent/Pledge cards

Budget

- Research Cost of Living with Social Security Dept for upcoming salary increases
- Research and discuss insurance options with Pastors
 - Compile, compute and report upcoming years' Pastoral health insurance options to Council
- Meet with individual staff to discuss responsibility area
- Compile Year-to-date Actuals, Year-End projections and Upcoming Year Budget
- Prepare and submit current budget and new year budget for Annual Report

Financial Statements

- Compile monthly and annual General, Restricted, Extraordinary Building & Maintenance, Capital Fund and Trust(s) accounts to submit to outside accountant
- Meet to discuss monthly and annual financials with Council representative
- Transfer funds to appropriate accounts (General, Restricted, Extraordinary Building & Maintenance, Capital Fund, Trust)
- Prepare annual financial report to Altar Guild
- Prepare annual Messiah financials

Trust

- Prepare monthly financials on status of income, investments, and projects/activities
- Maintain transaction register for each Fund
- Maintain back-up information (gift record form, copy of wills, etc)
- Deposit funds (Trust Fund, Endowment Fund)
- Disburse grant funds as approved by Trust Committee
- Prepare and disburse scholarship checks and informant letters to post-secondary institution per semester
- Disburse flow-through funds as income is received
- Request income from investment firm at times determined by Trust Committee
- Disburse Trust donations to investment firm (Ameriprise)

Endowment

- Prepare monthly financials to Trust Committee
- Process annual Endowment Donor Agreements
- Mail tax receipt letter to donor (by January 31)
- Report annual donation to Trust Committee
- Compile, deposit, mail yearly donations to investment firm (Ameriprise)

Payroll

- Gather, compile and compute monthly payroll
- W-2 Payroll
 - Submit electronic bank payroll
 - Email W-2 pay stubs
- 1099 Payroll
 - Submit electronic payment
 - Mail 1099 pay stubs
- Compile payroll information by managing payroll preparation
- Complete monthly, quarterly, and annual payroll reports
- Maintain payroll records
- Pay monthly and annual liability payroll taxes
- Prepare, disburse and collect monthly time sheets
- Prepare and file electronically or by mail yearly W-2 and 1099 to IRS and State Tax Commissioner
- Prepare and disburse yearly W-2 and 1099 to employees
- Complete Messiah payroll for conductor, musicians, vocalists
- Prepare and electronically submit Workforce Safety Annual Report

Human Resources and Benefits

- **Oversee, implement and maintain employee benefits**
 - Vacation, sick leave, etc.
 - Health Insurance Benefit
 - Meet annually with health insurance provider
 - Compute, record, update employee retirement plans (Ameriprise)
- **Oversee, implement and maintain pastor benefits**
 - Health, retirement, life insurance, FSA, etc (Portico)

Committees

Audit Committee

- Email quarterly financials (General, Restricted, Capital Campaign)
- Setup and Attend Audit Committee Annual meeting (February)
 - Provide annual financials (General, Restricted, Capital Campaign, Trust, Endowment)

Trust Committee

- Attend monthly meetings
 - Prepare and email monthly financials
 - Assist in Agenda preparation
- Maintain communication between outside financial advisor and Trust Committee
- Provide financial guidance

Property and Maintenance Committee

- Attend monthly meetings
- Provide financial guidance

Council

- Attend October, November and December meeting
 - Present year ahead Cost-of-Living variables to the Council
 - Discuss year-end projections and year ahead budget