

FINANCE MANAGER – GUSTAVUS ADOLPHUS LUTHERAN CHURCH

PRIMARY FUNCTIONS:

- Facilitate the accurate and timely flow of financial information as pertaining to fiscal business and financial stewardship.

RESPONSIBILITIES:

- Maintain records of financial giving and income.
- Manage accounts payable.
- Work cooperatively with payroll service.
- Prepare and file necessary governmental reporting in regard to employees and congregation.
- Balance general checking and memorial accounts.
- Assist finance committee in monitoring income and expenses.
- Participate in annual audit process with the Audit Committee.
- Prepare budget worksheets and monthly/annual budget reports.
- Prepare checks for accounts payable.
- Prepare quarterly giving statements.

TEAM WORK:

- Be an active member of the GA staff team.
- Work with staff to coordinate schedules, agendas and meetings.
- Work cooperatively with finance committee, attend monthly meetings.

ACCOUNTABILITY:

- Supervised by the Deacon.
- Reports to finance committee.

May 2020