

Position Announcement

Title: FINANCIAL SERVICES ASSOCIATE

Synod of Lakes and Prairies, Presbyterian Church U.S.A.

Eagan, MN

Attached is a posting for the open position at the Synod of Lakes and Prairies for a Financial Services Associate. Please share with your networks.

The Synod of Lakes and Prairies, Presbyterian Church U.S.A., is hiring a Financial Services Associate. We are looking for a diverse pool of qualified applicants with strong technical and interpersonal skills to provide administrative and financial operating support under the leadership of the Director of Financial Services for business office operations, bookkeeping and accounting procedures, and records management.

The Synod of Lakes and Prairies is an Equal Opportunity employer and recruits, hires, calls and equips persons without discrimination by race, color, creed, age, disability, gender, sexual orientation or gender identity, or marital status.

## **FINANCIAL SERVICES ASSOCIATE**

### **Purpose**

This position provides administrative and financial operating support under the leadership of the Director of Financial Services and is responsible to manage monthly accounting and payroll processes and the systems that support them for the Synod office and the presbyteries, churches, and camps that for whom it provides financial services.

Responsible for timely and accurate maintenance of financial records, assistance in bookkeeping and accounting procedures, interagency communication, and continuous quality improvement. Seeking an experienced problem solver who is detail and service oriented. The Financial Services Associate works from the Synod's Eagan office in a collaborative environment with an integrated Synod staff team as they implement mission strategies with the 16 presbyteries of our six-state region.

### **Description of Duties**

- Primary technical and administrative support for the Director of Financial Services
- Assist office of financial services with data entry, payroll, billing, and deposits
- Maintain financial integrity and effective, accurate and secure records management
- Ensure accountability and compliance with synod, legal and regulatory requirements
- Provide administrative support for the Synod Treasurer in maintaining the financial records of the Synod, as assigned

### **Essential Responsibilities**

- Oversee accurate and responsive payroll services for the Synod and presbyteries, camps, and congregations requesting such service from the Synod (currently 27 clients).
- Ensure accurate and timely compliance with policies and associated regulations and service agreements.
- Serve as direct contact to third party providers of payroll and employee benefits services.
- Provide for the orderly bookkeeping, financial and remittance reporting, and payment services for the Synod and the presbyteries for whom it contracts to provide such services (currently 4 presbyteries).
- Generate resources, prepare correspondence and financial reports for distribution to the Synod, committees, staff and service recipients, as requested.
- Promote the services that the Synod may provide to presbyteries within and outside the bounds of the Synod. Plan for expansion of these services as appropriate.
- Other duties as assigned by the Synod Executive or requested by the Synod Finance Committee.

### **Knowledge, Skills and Qualifications**

- Advanced computer skills, accounting software, benefits and payroll technologies
- Solid organizational and multitasking skills
- Excellent written, phone and verbal communication skills

- Attentive to detail, accountability, and responsible stewardship
- Maintain confidentiality of all personnel, financial and legal information
- Ability to work independently, while participating in a collaborative team environment
- Ability to provide prompt, courteous, accurate responses
- Ability to provide quality service, prioritize multiple projects and meet tight deadlines

### **Education and Experience**

- Business, accounting or economic degree preferred
- 5 years of experience in church management or nonprofit financial services required
- Skilled in quantitative analysis, accounting software and electronic information systems
- Professional interface with external customers and internal leaders
- Proficient with database development and network security systems

### **Accountability and Evaluation**

The Financial Services Associate is a member of the Synod staff and is supervised by the Director of Financial Services and accountable to the Synod Executive. There is an annual review and evaluation and, at least every five years, a comprehensive review and evaluation in accordance with Synod Personnel Policies. Reviews are conducted by the Synod Executive and the Personnel Committee of the Synod.

### **Location and Work Hours**

This is a full-time support staff position at the office of the Synod of Lakes and Prairies in Eagan, Minnesota. Regular office hours Monday through Friday are 8:00 a.m. – 4:30 p.m., with a half hour for lunch. Summer hours, which close the office on Fridays, begin the Friday following Memorial Day and last through the Friday before Labor Day.

### **Compensation**

This is a non-exempt position commensurate with other church administrative and non-profit institutions in the Twin Cities area. Benefits include medical, pension and vacation.

Prior to an offer of employment, reference and background checks will be conducted, including professional, credit and criminal history.

If interested, submit cover letter, resume and 2-3 references to:

Attention: Elona Street-Stewart, Synod Executive  
[estreetstewart@lakesandprairies.org](mailto:estreetstewart@lakesandprairies.org)

or

Private: Elona Street-Stewart  
 Synod of Lakes and Prairies  
 2115 Cliff Drive  
 Eagan, MN 55122

**Deadline to apply is November 30, 2018.**