



FIRST LUTHERAN CHURCH

Job Description: Finance Manager

Status: Full-time

FLSA: Exempt

Position Summary

The Finance Manager oversees the financial health of First Lutheran Church by managing accounting operations, preparing accurate reports, ensuring compliance with applicable laws and church policies, and providing strategic financial insight to support the church's mission and ministry goals. This position plays a vital role in fostering a culture of trust, transparency, and generosity within the congregation.

Key Responsibilities

1. Financial Management & Reporting

- Maintain accurate records of all financial transactions, including pledges, offerings, designated gifts, online giving, and other income.
- Prepare monthly, quarterly, and annual financial statements for church leadership and committees.
- Track historical giving patterns and forecast financial trends.
- Develop and monitor the annual budget in collaboration with ministry leaders.
- Provide financial analysis and recommendations to support decision-making.
- Manage and track payroll, benefits, and related reporting.

2. Donations & Deposits

- Collect, enter, and report pledges.
- Count weekly offerings with volunteers/staff, record on tally sheets, and make deposits.
- Enter weekly online giving and event deposits.
- Correspond with brokerage accounts for stock gifts, process sales, and record donations.
- Prepare and track cashboxes for events and sales.
- Prepare donation envelope reports bi-monthly.
- Mail contribution statements four times per year.

3. Accounting & Compliance

- Process transactions for accounts payable, receivable, payroll, and bank reconciliations.
- Ensure compliance with federal, state, and local regulations, including charitable reporting.
- Maintain internal controls to safeguard church assets.
- Coordinate annual financial audits or reviews.
- Process credit card payments, reconcile statements, and ensure receipts are submitted.
- Process expense reimbursements for designated ministry accounts.

4. Month-End & Year-End

- Transfer designated fund balances to appropriate accounts.
- Record journal entries for fees, interest, and mortgage payments.
- Reconcile multiple bank accounts.
- Prepare month-end reports for committees and leadership.
- Assist in preparing the annual budget.
- Prepare year-end reports for global missions and the annual report.
- Compile fixed asset listings for auditors.
- Report financial data to the Synod.
- Store prior year's records and prepare for audits.

5. Stewardship & Resource Planning

- Work with pastors and ministry leaders to align spending with strategic goals.
- Monitor cash flow and manage reserves according to church policy.
- Track and report on restricted/designated funds.

6. Staff & Volunteer Collaboration

- Train ministry staff and volunteers on financial processes and stewardship practices.
- Supervise finance/bookkeeping staff or volunteers.
- Provide financial updates to the Co-Lead Pastors, Director of Finance, and program staff.

7. Systems & Process Improvement

- Manage church accounting software and financial systems.
- Review financial processes regularly for efficiency, transparency, and accuracy.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field (CPA preferred but not required).
- 3–5 years of accounting or financial management experience (nonprofit/church experience preferred).
- Knowledge of GAAP for nonprofits.
- Strong organizational skills and attention to detail.
- High integrity, confidentiality, and commitment to the church's mission.
- Proficiency in accounting software (e.g., Pushpay, Sage Intacct) and Microsoft Office Suite.

Core Competencies

- Stewardship Mindset: Sees finances as a ministry tool, not just numbers.
- Analytical Thinking: Interprets data and provides clear recommendations.
- Collaboration: Works effectively with staff, committees, and congregation members.
- Communication: Presents financial information in ways non-financial audiences can understand.

Physical & Schedule Requirements

- Primarily office-based with occasional evening/weekend meetings.
- Ability to sit, use a computer, and handle financial documents for extended periods.

Other Responsibilities

- Perform additional duties as assigned.

Accountability:

Reports Directly to Director of Finance and Administration.

Culture Shaping Behavior:

- **Character** – We recognize that accomplishing our mission requires being trustworthy, authentic, and humble.
- **Teamwork** – We value working together to get things done as creative partners.
- **Community** – We choose to connect to eat, pray, and play together.
- **Hungry** – We want people with a desire to make a kingdom impact for Jesus Christ, doing whatever it takes with a sense of urgency.
- **Healthy Conflict** – We commit to addressing conflict quickly and directly.

Employee

Date: _____

Director of Finance and Administration

Date: _____