



Grace Lutheran Church Fremont, Ohio

Office and Account Administrator

Revised 3/2025

Position Summary:

The Office & Account Administrator of Grace Lutheran Church will serve as the lead administrator and financial representative for the congregation and its supporting ministries. They will efficiently manage and oversee the day to day operations of the church office including scheduling, filing, communications, and data entry as well as handling financial responsibilities such as accounts payable, accounts receivable, payroll, and related bookkeeping data. The Office & Account Administrator will strive to create a welcoming environment for both church and community members, while maintaining a strict level of confidentiality in all matters.

Position Details:

This is a Full-Time position (approximately 40 hours). The Office is open to the public 9 to 4 Monday—Thursday and 9 to 1 on Friday. Additional time may be necessary before / after regularly scheduled office hours to fulfill the 40 hour position. In person work is required. Evenings and some weekend hours may be necessary depending on events taking place within the congregation and/or its supporting ministries.

Qualifications:

- Minimum of associate's degree in accounting.
- 5 years' experience in financial administration, including accounts payable, monthly and year end closings, managing multiple bank accounts, preparing financial statements, etc.
- A knowledge and command of the computer including Microsoft Office.
- Be able to serve in a team environment but also be able to work independently.
- Have the ability to manage many tasks at the same time.
- Be able to communicate effectively, both written and orally.
- Have a firm command of both grammar and spelling.
- Be comfortable navigating the internet and managing basic functions of a web site.
- Be able to lift / move 50 lbs. (A standard case of paper)
- Must be able to go up and down steps.
- Share a willingness to learn and understand concepts regarding the Church Year, Worship Liturgy, and the many aspects of "church life".

Description of Ongoing Responsibilities:

Weekly:

- Review account balances.
- Enter payables and schedule electronic payments.
- Make general ledger entries and post them to operating accounts.
- Oversee Pre-School Student accounts, including monthly statements, late payment notices.

Bi-Weekly:

- Prepare and submit payroll information to payroll services.
- Post payroll totals to general ledger.
- Distribute pay stubs to all employees.
- Print checks for invoice payments.

Monthly:

- Close the books and produce month end reports.
- Balance selected accounts.
- Obtain Portico report for payment and pastor's benefit withholding.
- Reconcile and maintain petty cash accounts.

Quarterly:

- File 941's with IRS.

Annually:

- Maintain up-to-date bank account signature cards and files.
- Manage event sales, sponsorships, and other needed information for the Toledo Symphony Christmas Concert.
- While working in conjunction with the Executive Committee, procure and maintain appropriate levels of liability and property insurance.
- Order and prepare upcoming year Offering Envelopes.
- Work with Treasurer on budget planning.
- Prepare the Annual Report for the congregation and the ELCA.
- Schedule and assemble needed information for an annual financial audit prior to Annual Meeting.
- Send 1099 information to outside accountants.
- Distribute W-2's to employees.

As Needed:

- Prepare and distribute appropriate paperwork for member bequests, estate gifts, stock sales, etc., working with legal personnel as required.
- Prepare and distribute print and online materials, ensuring accuracy and completeness.
- Serve as purchasing agent for office supplies, equipment, worship supplies, library materials, curriculum, and other Council approved items.
- Document accidents/incidents in conjunction with supervisor(s), and submit claims.
- Manage the background check process for staff and designated volunteers.
- Serve as backup to the Secretary/Receptionist when out of office.
- Edit and proof read publications as necessary for the Secretary, Senior Pastor, and other staff.
- Attend Executive Committee meetings as requested by the Senior Pastor and/or Council President.

Professional Behavior:

As an employee of Grace Lutheran Church, one will:

- Develop an attitude toward the role as a disciple, rather than merely as hired help.
- Extend a welcome for all people, regardless of their purpose for their visit, either through social interaction or through the materials published.
- Protect the reputation and integrity of others through strict confidentiality by demonstrating a high level of trust and regard for others.
- Maintain an attitude that can graciously accept constructive criticism and suggestions without taking offense.
- Maintain a high level of integrity while handling donations or in seeing individual levels of giving.
- A violation of any of these may result in immediate dismissal.

Benefits and Pay:

- \$45,000 annually, paid bi-weekly.
- 9 paid holidays.
- 40 hours of sick leave which can accrue up to 200 hours.
- After 90 days, two weeks of paid vacation will be available. Additional vacation will be allotted depending on length and tenure of employment.
- After 90 days, employer contributions will be made to a 403b retirement plan. Additional employee contributions are also available.

Evaluations:

- Annual evaluations will be conducted by the Executive Committee or as requested by the Senior Pastor and/or any Council Member.
- When the report is “not satisfactory”, the employee shall be made aware of any remedial action considered necessary for a “satisfactory” evaluation, or a notice of termination will be given.

Termination:

- In the event the Office & Account Administrator feels it necessary to leave this position, he/she shall provide written notice at least one month prior to leaving the position.
- The Congregational President may issue a notice of termination if the Annual Budget can no longer financially support the position of an Office & Account Administrator.
- The Senior Pastor or Congregational President may issue a notice of termination for non-performance and/or non compliance with the terms of this Job Description at any other time.

Responsibilities of the Congregational Council:

- Executive Committee shall recommend an annual salary for the Office & Account Administrator to be considered in the proposed Annual Budget based on the evaluations of the previous year.
- In the event of resignation or termination, the Congregational Council shall immediately begin searching for a new Office & Account Administrator.
- During a pastoral vacancy, or during the absence of the Senior Pastor, those decisions and directions which are required by the Senior Pastor shall fall upon the Executive Committee.