

FINANCIAL MANAGER, LAKE EDGE LUTHERAN CHURCH

POSITION DESCRIPTION

Lake Edge Lutheran Church (Madison) is seeking a part-time financial manager who would be responsible for the general financial management of the church. Position would be 15-20 hrs/wk, \$20/hr. Position entails interesting work with a chance to be of service to a faith community involved in social justice. Benefits include pro-rated holidays, vacation and sick time. No health or retirement benefits are included.

TARGET AUDIENCE

The ideal candidate for this position would be a retired accounting professional; an accounting professional who has been at home caring for children and is ready to get back into the profession on a part-time basis; an accounting professional who needs a flexible part-time schedule with the ability to work remotely at home if necessary.

GENERAL POSITION DUTIES

- Provide financial management which promotes the vision, mission, values and goals of Lake Edge Lutheran Church.
- Maintain multiple financial accounts and records including but not limited to records of member giving, managing deposits, reconciling records of gifts, transferring funds between accounts, managing tax-related records.
- Coordination with financial institutions.
- Prepare payroll including related benefits management.
- Write and record checks/pay bills in accordance with budget and related policies.
- Provide accounting software vendor coordination.
- Support users of financial reports and prepare reports as needed.
- Coordinate as needed with the congregation treasurer on all financial matters.
- Serve as liaison for rental property tenants.
- Attendance at weekly staff meetings (Tuesdays, 10:00 am).
- Additional duties as assigned.

DESIRED QUALIFICATIONS

- Strong interpersonal skills, including the ability to establish and maintain good working relationships with congregational members, pastors, co-workers and the general public in an amicable, conscientious and confidential manner.
- Flexible, with the ability to effectively manage multiple priorities and meet deadlines.
- Strong problem-solving and organizational skills.
- Proficient in the use of office and financial software.
- Ability to work both independently and as an effective team member.
- Comfortable working within a Christian community.
- A minimum of two years of related work experience.

STAFF RELATIONSHIPS

- The Financial Manager will be part of a team ministry, working in collaboration and harmony with pastors, congregational leaders, lay staff and members.
- This position will report to the Pastoral Team.

CONTACT

Please only apply if you are a QUALIFIED CANDIDATE for this position. Send resume (with references) and cover letter to smarsh@lelc.org.