

**FINANCIAL SECRETARY**  
**Our Savior's Lutheran Church, Hartland WI**  
**Reports to: Pastor(s)**  
**Status: Part Time (15 - 20 hrs per week)**  
**FLSA: non-exempt**

**Job Summary**

This position is responsible for handling the day to day financial operations of a faithful vibrant congregation including, but not limited to, processing accounts payable and receivable; bi-weekly payroll; keeping organized membership and financial documentation; interacting with vendors. The Financial Secretary contributes to the vibrant life of the congregation by maintaining strict adherence to good accounting practices and ensuring the financial health of the congregation within the budgetary guidelines adopted by the congregation at the annual meeting. Reports directly to the Pastors, indirectly to the Leadership Team.

**Essential Functions**

Process payroll, accounts payable and accounts receivable; maintain an electronic, searchable database to keep the congregation organized and focused including a monthly bank reconciliation.

Record weekly contributions from various sources including plate and envelope offerings, online giving, special gifts and facility rental.

Provide financial reports on a monthly basis to the Treasurer. Assist in the preparation of monthly financial documentation to the Leadership Team as required. Be available to assist in the periodic audit of the congregation's financial records.

Become the Financial Software super user.

Work with Ministry Teams, Staff and Pastor(s) on drafting yearly budgets, providing updates throughout the year.

Coordinate facility usage, so that all ministries, tenants, and outside groups feel supported and valued.

Maintain the Church Calendar

Financially process year end and quarterly updates, including mailing quarterly Contribution Statements.

Coordinate periodic mailings to Congregation on an as-requested basis.

Interact with vendors (plowing, garbage, contract cleaners, office equipment, insurance, and Synod partners) to obtain required quotes and other requests for pricing on an annual basis or as required.

Aid Pastor(s) in completing Synod Congregational Report.

Inventory and maintain, as necessary, an adequate supply of janitorial and kitchen related items within budgetary guidelines.

Work days are negotiable but must include Monday to process weekly offerings. Must be flexible and available for special occasions as necessary.

Other duties as assigned.

### **Other Responsibilities**

Participate in regular staff meetings and foster a team atmosphere, demonstrating Christian values in all interactions.

Create a welcoming, hospitality focused atmosphere for all guests and visitors, especially during Church Office Hours.

Answer the phone (with assistance from other staff).

### **Preferred Qualifications**

High School diploma required, Bachelor's degree in accounting preferred. Associates degree in accounting or 3-5 years experience in a church or non-profit setting considered in lieu of degree.

Demonstrated computer fluency and proficiency in Microsoft suite of products preferred, Excel and Word required. Experience with Parish Soft or Church 360 software a plus, as is the use of online tools such as Trello and Google Docs.

General Understanding of the Evangelical Lutheran Church in America is appreciated.

### **Physical Requirements**

Able to lift up to 20 lbs repetitively. Ability to bend and kneel to access supply inventory.

### **Core Competencies**

**Interpersonal Relationships.** Relates well to a diverse group of individuals, inside and outside of the congregation; establishes appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact in all situations; is regarded as a team player.

**Compassion.** Genuinely cares about people; is concerned about their work and nonwork problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

**Financial Ethics.** Strives for accurate data; performs quality control checks; seeks to resolve inquiries in a timely manner, at all times with the best interest of the church and congregation in mind. Respectful of confidential nature of the role.