

**PRINCE OF PEACE LUTHERAN CHURCH**  
**2330 East Calumet Street, Appleton, WI 54915**

**Position Description**

**Title: Financial Administrator**

**General Description of the Purpose of this Position:**

The Financial Administrator shall serve the church by administering the financial system requirements of Prince of Peace Lutheran Church. All of the duties must be conducted with respect for the confidentiality required by this position.

**Reports to:**

Pastor in Charge of Staff

**Related to:**

Pastoral Staff

Lay Staff

**Accountable to:**

Congregations' Treasurer

Personnel Committee

Stewardship Committee

Ministry and Team chairpersons

Congregational Council

**Responsibilities:**

1. Provides custody of all congregation funds, including receiving and disbursing, recording and reporting in areas of:
  - Accounts payable and receivable
  - Individual contribution records
  - Payroll
  - General ledger
  - Bank accounts
  - Tax and investment reporting
  - Monthly income statement and balance sheet
  - Youth Accounts
  - Scrip Account
2. Records weekly contributions to General Fund, Building Fund and designated funds (using Power Church Plus software)
3. Records memorial gifts from offering counter's reports and sending letter to families of memorials
4. Records invoices submitted for payment
5. Cuts checks for the Treasurer's signature and distributes and/or mails them
6. Processes payroll
7. Prepares required payroll tax forms and makes necessary deposits
8. Maintains employee financial records in computer system
9. Prepares W-2 and 1099 tax forms at year's end

10. Coordinates and records all stock sales
11. Recruit, direct and oversee volunteer offering counters and ensure that bank deposits are counted. Physically makes deposit at Fox Communities Credit Union.
12. Maintains and analyzes membership giving statistics and trends
13. Develops an annual budget of the congregation in consultation with the Treasurer and appointed representatives and presents it to the Congregation Council for approval
14. Prepares for and cooperates with an annual audit by the Audit Team
15. Provides a monthly financial report for the Congregation Council in cooperation with the Treasurer
16. Provides a year-end report for the congregation's Annual Report and Annual Meeting
17. Prepares and distributes giving statements to the congregation's members quarterly.
18. Processes contribution envelopes for members and hands out yearly.
19. Records pledges from the annual stewardship campaign
20. Attend Congregation Council, Stewardship, staff and other meetings as requested
21. Prepare annual financial reports required by the ELCA, including pastor(s)' salaries, retirement funds, health insurance, other benefits, etc.
22. Prepare annual financial reports required by the East-Central Synod of Wisconsin
23. In consultation with the Property Ministry, ensure that property and business insurance is adequate
24. Handle all requests for mission investment funds and provides assistance as needed.
25. Perform such other duties as may be assigned