

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

**POSITION DESCRIPTION**  
**Financial Administrator**

**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

**Reports to:** Lead Pastor

**Relates to:** Pastoral Staff/Lay Staff

**Accountable to:** Congregation Council, Ministry and Team chairpersons

**Responsibilities:**

1. Provides custody of all congregation funds, including receiving and disbursing, recording, and reporting in areas of:
  - a. accounts payable and receivable
  - b. individual contribution records
  - c. payroll
  - d. general ledger
  - e. bank accounts
  - f. tax and investment reporting
  - g. monthly income statement and balance sheet
2. Records weekly contributions to General Fund, any special appeals and designated funds (using SimpleChurch software)
3. Records memorial gifts and sends letter of thanks to givers
4. Records invoices submitted for payment and makes sure appropriate signatures are attached
5. Cuts checks for proper signature and distributes and/or mails them
6. Processes payroll
7. Prepares required payroll tax forms and makes federal and state deposits

8. Maintains employee financial records in computer system
9. Prepares W-2 and 1099 tax forms at year's end and submits to proper authorities
10. Coordinates and records all stock gifts and sends letters of acknowledgement
11. Recruits, trains and oversees volunteer offering counters and makes weekly bank deposit
12. Maintains and analyzes membership giving statistics and trends
13. Develops an annual budget of the congregation and presents it to the Congregation Council for approval
14. Prepares for and cooperates with a bi-annual audit by the Audit Team
15. Provides monthly financial reports for the Congregation Council, Lead Pastor and monthly Finance Corner report for the Congregation
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 six times a year
18. Records pledges from the annual stewardship campaign
19. Attends Congregation Council, staff, and other meetings as directed
20. Presents Financial Reports at Annual and Spring Congregational meeting
21. Prepares annual financial reports required by the ELCA, including pastor(s)' salaries, retirement funds, health insurance, other benefits, etc.
22. Prepares annual financial reports required by the East-Central Synod of Wisconsin
23. In consultation with the Property Ministry, ensures that property and business is adequate
24. Performs such other duties as may be assigned

_____	_____
Financial Administrator	Date
_____	_____
Pastor in Charge of Staff	Date
_____	_____
Congregation Council President	Date

Date job description approved by Congregation Council:

**Qualifications:**

1. Associate degree in accounting
2. Related experience in financial responsibilities is desirable
3. Or any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities to do the job

**Knowledge Requirements:**

1. Considerable knowledge of financial methods, procedures, and recordkeeping
2. Working knowledge of computers in such areas as word processing, database, and spreadsheets
3. General knowledge of a church's functioning

**Skills Required:**

1. Exceptional detail and precision in performance of all job duties
2. Strict confidentiality consistent with common practice in financial matters
3. Highly dependable performance, especially as it relates to timeliness of reports and submissions

