



Job Description

Full Time ☐ Part Time ☒
Exempt ☐ Non Exempt ☒

General Information

Position Title: Finance Manager

Person in This Position Reports to: Senior Pastor

Position Purpose

St. John's Lutheran Church is a Christian community committed to serving all ages in the midst of our diverse and changing society. We have a large facility that serves the whole community, a staff of 7 full-time and 7-10 part-time people, and a commitment to benevolence beyond our doors. Managing the church's expenses and income requires professionalism and sensitivity, not only to business integrity but also the sense of common ownership that members have in their church.

Job Description

Manage St. John's donations and accounts payable, provide accurate and timely financial information to church leadership, and assist with forecasting and strategy for managing St. John's cash flow and stewardship.

Qualifications

R D R = Required D = Desired

- (1) ☒ ☐ Experience: 3–5 years of experience working with non-profit financial management
- (2) ☐ ☒ Education: A four-year college degree or equivalent with relevant background in accounting, business or financial management.
- (3) ☒ ☐ Essential Skills: Knowledge of Fund Accounting; Exceptional organizational skills; bookkeeping skills; ability to present financial information to a wide audience in clear terms; attention to detail; discretion and ability to guard confidential personal and financial information.
- (4) ☒ ☐ Technology/Equipment: Knowledge of Microsoft Office and Google office tools; facility with QuickBooks; ability to learn church database systems.
- (5) ☒ ☐ Work days/hours: 20-30. This position requires regular availability to communicate with staff and a volunteer board. Specific hours are flexible with the heaviest workload occurring around the end of fiscal year in December/ January. Regular attendance at Tuesday morning staff meetings.

Primary Responsibilities

The Financial manager is responsible for:

- 1) **Income and stewardship:** Record pledges and gifts and provide regular acknowledgment of member stewardship and special gifts. Provide Senior Pastor, Treasurer and Stewardship Board with information relevant to planning church stewardship.
- 2) **Accounts payable:** Review, pay and record all vendor invoices; Manage church cash flow.
- 3) **Administration:** Administer church payroll and staff benefits program. Work with the Business Management Board to review insurance at least annually. Work with the Office Manager in providing for necessary church technology. Advise Personnel and Executive Committees on personnel salaries and expenses.
- 4) **Reporting:** In conjunction with the church Treasurer, provide monthly financial statements to the Church Council and annual report to the congregation. Provide information to the Audit Committee to complete quarterly audits.

Secondary Responsibilities

- 1) **Visioning and planning:** Work collaboratively with church staff in regular meetings; provide staff and church boards with financial information relevant to program planning.
- 2) **Forecasting:** Advise church leadership on manage church cash flow and investments; provide forecasts for future budgeting.

About St. John's Congregation

Mission Statement: Created, Renewed, and Empowered by God's Grace

St. John's is a welcoming community in Christ whose mission is to

- celebrate in Word and Sacrament God's gracious actions for the world
- cultivate growth in faith
- encourage service and witness, and
- proclaim Christ as the hope of the world

Who We Are: St. John's Lutheran Church is a faith community rooted near the heart of downtown Northfield for around 150 years. We serve over 500 families of every generation, from all kinds of backgrounds. St. John's ministry is centered in vibrant worship, education for all ages, service to others and a welcome of God's grace for all. As people of faith, we are dedicated to the hard and good work of loving God and loving our neighbor in the city of Northfield and beyond.

Worship at St. John's is centered in a strong musical and liturgical tradition and is at the heart of our life together. Each week, at either service, you will experience vibrant worship that emphasizes singing together with voices of all kinds and abilities, preaching that is theologically and culturally relevant, and praying for the needs of the world. The Sacrament of Holy Communion is celebrated weekly at each service. We believe that Holy Communion is Christ's meal and that all people are welcome to receive it, without exception.

All ages are together throughout worship and we rejoice at the sight and sounds of children – wiggles and all.

Welcome Statement: As a Reconciling in Christ congregation, St. John's Lutheran Church is a community grounded in the promise of God's grace, and called to extend Christ's welcome to all people. Every day, Christ meets us all just as we are, extending love to people of every age, race or ethnicity, physical appearance, sexual orientation, gender identity, physical or mental ability, marital or relationship status, economic circumstance, educational achievement, political affiliation, or religious background. While we do not always agree, we choose to walk and grow in faith together, believing that God creates diversity, and loves and welcomes us. We warmly welcome you here.

St. John's Lutheran Church is an equal opportunity employer.

Applications will be accepted through

To apply, please send a current resume and cover letter to: pfickenscher@stjohnsnorthfield.org

-or-

St. John's Lutheran Church
Attn: Pastor Pam Fickenscher
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507-645-4429
www.StJohnsNorthfield.org