

## **FINANCIAL ADMINISTRATOR**

**Holy Cross Lutheran Church**  
**W156N8131 Pilgrim Road**  
**Menomonee Falls, Wisconsin**  
**262-251-2740**

**Role:** Financial Administrator

**Supervisor:** Parish Administrator

### **Job Description:**

The Financial Administrator is responsible for the management of all church financial operations and reporting. This is a part-time position with flexible scheduling, averaging approximately ten hours per week.

### **Qualifications:**

1. Strong organizational skills: management, long-range planning and budgeting.
2. Experience in and understanding of acceptable financial management practices.
3. Good knowledge of computers and system networks.
4. Exceptional communication skills.
5. The ability to communicate clearly, responsively, and effectively with all people in a warm and welcoming manner.
6. Ability to maintain confidentiality.
7. Spiritual maturity, high personal integrity and standards.

### **Main Responsibilities:**

1. Work closely with the Parish Administrator to support the many facets of God's work at Holy Cross.
2. Administration and reporting of all financial and business activities of the church.
3. Payroll processing and administration.

### **Job Tasks:**

Weekly or Ongoing:

- Review and post offering batches/deposits
- Track individual gifts over \$250 for detailed statements
- Deliver deposits to the bank
- Monitor cash flow
- Track deposit details to minimize bank service fees
- Manage Vanco account for simply giving and online contributions/payments
- Issue or direct thank you's and correspondence needed for gifts received (memorials/honorariums, matching gifts, trusts, etc.)

Semi-monthly or monthly:

- Accounts Payable – cut and distribute checks
- Calculate and distribute synod benevolence
- Collect hours, calculate and process payroll
- Post payroll
- Post earning and updates for asset accounts
- Post regular and occasional journal entries
- Reconcile checking account
- Manage files and accounts
- Print and distribute reports
- Update monthly asset account and contributions received council reports

Annually:

- Work with treasurer on budget
- Calculate salaries and benefits and communicate changes to staff
- Report changes to Portico
- Prepare annual budget for admin, property, staff
- Coordinate budget from other staff and ministry teams
- Enter budget for new year in Shepherd Staff
- Prepare reports for annual meeting
- Coordinate records and materials needed for annual audit

As needed:

- Track memorial and ministry gifts received and expenditures or disbursements from gifts
- Provide support for staff and ministry teams regarding budgets and account balances
- Manage file and report storage
- Monitor and order/purchase counting teams and money handling supplies (checks, deposit slips, endorsement stamps, money bags, etc.)
- Update Paychex compensation, benefits and withholdings as needed
- Coordinate payments due from preschool for insurance and payroll support
- Synod benevolence audits
- Workers compensation audits