

FINANCE/HUMAN RESOURCE ADMINISTRATOR

JOB SUMMARY

The Finance/Human Resource Administrator is responsible for administering the financial and personnel affairs of Trinity Lutheran Church & School. This position is supervised by the Senior Pastor. The Finance/Human Resource Administrator is a full-time, benefit eligible, exempt position. Primary working hours are Monday–Friday, 8 am to 4:30 pm.

AREAS OF RESPONSIBILITY

Finance, Budgeting & Accounting

- Budget—Direct the finances of Trinity Lutheran Church & School. Establish regular communication of budgetary positions of Trinity ministries with church and school leadership, staff, boards/teams, and volunteers. Work with financial personnel and Board of Administration to prepare, evaluate, and manage budgets and financial procedures.
- Contribution Processing—Accurately and timely count contributions, prepare bank deposits, and record contributions to individual contributors. Prepare and mail statements to contributors, answer questions regarding statements, and coordinate a team of volunteers to assist with contribution processing.
- Accounts Receivable—Record changes to accounts, process payments, prepare monthly statements, and answer questions regarding statements. Prepare weekly and month-end financial close information including journal entries, account reconciliations, and detail account analysis.
- Accounts Payable—Review and process invoices for payment, ensure invoices are properly documented, print checks for timely payment, submit checks for signature, match signed checks with invoices for mailing, and file and record all documentation.

Payroll, Benefits & Human Resources

- Payroll Administration—Accurate and timely payroll submission and processing for 80+ employees in compliance with federal, state, and local laws and staff contractual obligations. Timely system updates to payroll status changes. Identification and compliance initiatives of non-typical payroll data/information, i.e. part-time personnel working more hours than allowed. Monitor, track, and report on holiday and vacation usage. Provide support to employees with payroll questions.
- Benefits Administration—Administer benefit and enrollment plans and review/disseminate annual changes in Concordia Benefit Package. Accurately manage paperwork and timely changes to benefits, communication with employees, and answering benefits-related questions.
- Human Resources—Maintain employee personnel files, employee handbook, and ensure workplace policies comply with local, state, and federal laws. Respond to and assist employee human resource related inquiries and needs.

Support and encourage the other members of the staff

- Assist colleagues and work with volunteers.
- Work with the Assistant Finance Administrator to accomplish the above “areas of responsibility.”
- Display and promote high standards of behavior and ethical conduct.
- Carry out other duties and projects as assigned.

QUALIFICATIONS

- Associate’s or Bachelor’s degree in Accounting, Finance, Human Resources, Business Administration, or related field preferred.
- Minimum of 3 years functional experience in accounting, payroll, finance/general ledger, or a combination of related duties.
- Familiar with financial analysis, especially nonprofit, and budgetary skills.
- Demonstrated experience with automated accounting systems, payroll systems, Excel, and database applications.
- Ability to analyze, identify, and problem-solve while using sound judgment.
- Well-developed team skills, high level of confidentiality and integrity, and ability to consistently carry out job responsibilities.
- Committed follower of Jesus Christ (membership at Trinity is not required).
- Must complete and pass a thorough background screening.