

CHURCH FINANCE MANAGER/BOOKKEEPER

Reports to: Senior Minister
Status: Flexible: Part time 10-20 hours per week
Salary: \$15,000-\$20,000/year dependent on experience and hours worked
Benefits: retirement, paid time off, and partial remote work possibility, after 90 days.
Schedule: Flexible schedule to be arranged with supervisor to include regular M-F work hours and occasional evenings

POSITION SUMMARY: Hamline Church is seeking a well-qualified candidate to ensure sound financial management and stewardship of churches resources. The Finance Manager/Bookkeeper works closely with the pastoral and administrative staff to maintain, update, and deliver vital church information and services.

ESSENTIAL FUNCTIONS

- General oversight for endowment accounts, operating, designated, capital campaign and bank funds including paying bills, verifying account balances, reconciling accounts to statements, entering deposits, making transfers, correcting errors and staying on budget.
- Work with Financial Secretary to verify deposits and income reporting. Work with treasurers to make sure bills are paid in a timely manner and appropriately accounted.
- Perform financial data entry and bill paying work or supervise office manager's financial data entry and bill paying work.
- Transfer funds between accounts, keeping track of all assets in an organized, verifiable manner, including (but not limited to) balancing checkbooks and verifying balances, deposits, and withdrawals.
- Provide monthly financial reporting to finance team, church council and staff.
- Support annual budgeting process.
- Perform year end closing and issuance of year-end reports including but not limited to: Conference Tables, Balance Sheet, Budget to Actuals. Set annual budget in QuickBooks and complete Worker's Compensations audits annually.
- Facilitate bi-monthly payroll and year-end tax statements for Hamline Church and Hamline Dining Hall staff
- Maintain staff retirement accounts, make changes as necessary. Serve as point of contact for Wespeth Benefits.
- Assist with annual stewardship campaign by providing reports, tracking pledges, making changes to ACHs and reconciling ACHs to QuickBooks.
- Reconcile staff and volunteer credit cards monthly by collecting statements, reconciliation forms and receipts.
- Attend Church Council, Finance, and Investment meetings.
- Personnel duties: Maintain employee files to include: Employment application, tax forms, vacation/personal days off, workers' compensation claims, disability claims.



- Serves as a member of the Staff Team, and liaison to Church Council, Finance, Investment. Attends weekly staff meetings and monthly council meetings.

CORE COMPETENCIES

Communication Skills: Possess the ability to express thoughts and feelings clearly, openly, authentically, and theologically. Communicate appropriately according to the situation at hand.

Interpersonal Skills & Volunteer Management: Demonstrate enthusiasm and initiative when interacting in the congregation at-large. Possess the ability to identify and solve problems, handle conflict, and engage in honest conversation. Work well with church staff, congregation members, and volunteers. Provide direction, gain commitment, facilitate change, and achieve results through the efficient, creative, and responsible use of volunteers.

Creativity and Innovation: Generate new ideas. Make new connections among existing ideas to create fresh approaches. Take acceptable risks in pursuit of innovation. Learn from mistakes. Use good judgment about which creative ideas and suggestions will work.

Administrative Skills: Understands budgeting, resource management and planning. Implement and adhere to Safe Sanctuaries policies. Amenable to supervision.

Integrity and Trust: Be seen as trustworthy by others. Practice direct, honest, and transparent communication. Keep confidences. Admit mistakes. Operate with no hidden agendas. Respond to situations with constancy and reliability.

Hospitality: Generate a sense of hospitality and accessibility. Support a culture of welcoming and connection in the life of the congregation.

QUALIFICATIONS:

- Must be at least 18 years of age or older with High School Diploma or equivalent.
- Must have excellent computer skills (Microsoft Office, Excel, Database/Donor software) Competency with QuickBooks or similar program.
- Thorough understanding of accounting principles and practices
- Ability to work independently and take initiative.
- Organized, with an attention to detail.
- Professional, able to maintain confidentiality.

To Apply: Send a cover letter and resume to Mariah Furness Tollgaard, Senior Minister at (mftollgaard@hamlinechurch.org) with the title "Finance Manager/Bookkeeper" in the subject line. For more information about Hamline Church please visit www.hamlinechurch.org.