

Trinity Lutheran Church and School

Job Description

Job Title: Director of Financial Operations	Supervised By: Administrative Pastor
Revision Date: 03/18/21	Job Status: Full Time

Position Overview

The Director of Financial Operations is responsible for managing the overall-non ministry operations of Trinity. This includes providing leadership and oversight for the financial and facility matters for Trinity and to assist in the development of policy and procedure in these areas so that the mission of Trinity may be fulfilled.

Qualifications and Skills

Education: Accounting degree or basic knowledge and experience.

Knowledge: Acceptable accounting and business practices especially fund accounting and have a working knowledge of computer skills including QuickBooks. Have an understanding and appreciation of Trinity's mission and ministry.

Skills: Have excellent communication skills and the ability to work with staff and volunteers of Trinity. Excellent interpersonal skills; able to work in a team environment with all staff and key leaders within the organization to achieve the goals and principles of the mission of Trinity.

Life: Lead a Christian life consistent with scriptural principles as they are understood and practiced among us.

Position Description

- Manage and execute the financial operations of Trinity through appropriate staff and volunteer teams.
- Serves as member of the Leadership Team.
- Serves as the financial manager, providing oversight and direction in the various financial functions of Trinity including: Support in financial stewardship and capital fundraising, cash flow, contributions, insurance, banking and finance, audit, payroll, and budget planning and oversight.

Responsibilities

- Maintain accurate financial records, complete financial transaction processing and reporting in a timely manner, and be responsive to staff and volunteers.
- Provide day-to-day financial leadership and management, including supervision and/or implementation of all financial procedures.
- Prepare and organize yearly congregational budget.
- Organize accounts, pay bills, track expenses and income vs. budget and consistently and accurately be aware of the financial position of Trinity.
- Handle all financial aspects of Wisconsin Parental Choice Program.
- Be willing to accomplish any financial task as assigned by the Administrative Pastor such as reporting at Congregational Meeting, attending Council meetings periodically, communicating to staff, and all other duties as assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of Trinity.

Signed, Employee

Date

Signed, Supervisor

Date

