

HOLY TRINITY LUTHERAN CHURCH

FINANCIAL ADMINISTRATOR

2730 East 31st Street • Minneapolis, MN 55406

612.729.8358 • www.htlcmpls.org

February 2019

Position Title: Financial Administrator

Reports to: Lead Pastor

Status: Part-time (4 hours/week)

The Holy Trinity Lutheran Church Community:

Holy Trinity Lutheran Church is a healthy, vibrant, financially stable, urban faith community. The congregation's life is nurtured through participatory worship, prophetic preaching, and varied educational opportunities. In turn, these provide motivation and energy for neighborhood and global involvement through which God's grace is proclaimed, God's forgiveness is extended, and God's justice is sought. We seek a Financial Administrator to work collaboratively with our lead pastor, associate pastor, staff, and lay leadership.

Position Summary:

The Financial Administrator will provide financial management, with focus on accounts payable, in order to support the ministry and work of the congregation.

Essential Functions:

Financial

- Serve as financial administrator of the congregation: manage payroll and accounts payable, complete tax forms, and coordinate annual financial review.
- Develop and maintain cash flow document.
- Produce monthly financial reports for Financial Stewardship Committee and Church Council.
- Provide necessary information to Financial Stewardship Committee, Church Council Treasurer, and Lead Pastor, and attend meetings, when necessary.
- Provide quarterly financial reports to committee chairs.
- Provide information for annual reports for the congregational meeting and the Evangelical Lutheran Church in America.
- Cross-train with accounts receivable duties to enable coverage for absences when necessary.
- Other duties as assigned.

Other Responsibilities:

- Participate in occasional staff meetings, as invited
- Engage in activities to build intercultural competency

Minimum Qualifications:

- Experience in accounting and business management
- Software skills (e.g., Excel, database management)

Physical Requirements:

- Able to answer phone calls, use computer

Core Competencies:

- **Collaborative Orientation:** Shows interest, comfort, and skill in working in a team environment; willing to offer support to staff, members, and visitors; shares credit for success with others, takes responsibility for their part in team failures
- **Interpersonal and Communication Skill:** Able to establish and maintain positive working relationships; is approachable; uses diplomacy and tact; is able to speak a message clearly and appropriately; is able to write clearly and succinctly
- **Time Management:** Meets deadlines, especially in preparing checks and financial reports; values time and respects the time of others; can appropriately balance priorities
- **Attention to Detail:** Consistently attends to the many small pieces of financial administration; keeps the larger picture in mind while tending to the smallest details

Salary and Benefits:

This is a part-time position offering a salary of \$25-35/hour DOE. Holy Trinity Lutheran Church actively seeks a diverse pool of candidates. People of color and LGBTQIA people are encouraged to apply.

Application Process:

Interested candidates should send a cover letter and resume to Pastor Ingrid Rasmussen (apply@htlcmpls.org). Review of applications begins on March 11, 2019. Position is open until filled.