



## **FIRST LUTHERAN CHURCH**

### **Church Accountant**

**ABOUT US:** The mission of First Lutheran Church is “making disciples of Jesus Christ for the transformation of the world.” Our congregation is part of the Evangelical Lutheran Church in America.

**REPORTS TO:** Lead Pastor and the Congregational Council

**STATUS:** Part-time (40 hours/month, schedule is flexible)

#### **JOB SUMMARY**

The Church Accountant is responsible for administering all aspects of the church finances and works in partnership with multiple stakeholders. This includes processing all income, accounts payable, bank reconciliations, month-end financial reports, annual budget development, maintaining an up-to-date contributions database, and other statistical tracking.

#### **ESSENTIAL JOB FUNCTIONS**

- Review weekly deposit items and coordinate deposit with church counting committee.
- Enter contributions to member accounts.
- Enter count sheets to financial records.
- Update online payment and donation processing records.
- Pay all invoices & reimbursement requests and credit card statements / obtain receipts.
- Journal entries as needed.
- Monitor checking account balance & move funds to/from money market account as needed.
- Write designated fund benevolence checks.
- Checking account bank reconciliation.
- Prepare monthly financial report for Council (with analysis comments).
- Monitor continuing education balances.
- Maintain designated fund accounts.
- Write monthly financial update article for e-newsletter.
- Print/review/mail quarterly member contribution statements.
- Budget coordination October-January.
- Track annual offering pledges and enter into contribution system.
- Year-end finance system close-out.
- Financial records storage/destruction.
- Complete Finance section of annual ELCA parochial report.
- Assist with internal audit of financial records.

## REQUIREMENTS

Knowledge of accounting principles and ability to learn First Lutheran's financial systems. Attention to detail; strong organizational skills; ability to detect and correct problems; ability to perform multiple tasks; good interpersonal and analytical skills; good communication skills (written and spoken); computer knowledge and proficiency (Microsoft Excel); ability to work alone or in a team environment; ability to manage time well; self-motivated; flexible. Maintain confidentiality.

**COMPENSATION:** The accountant will be paid on an hourly basis for services provided. Wage is commensurate with experience.

**TO APPLY:** Send cover letter and resume to Pastor Erin Heidelberger at **[pastorerin@flclincoln.org](mailto:pastorerin@flclincoln.org)** or mail/drop off at First Lutheran Church, 1551 S. 70<sup>th</sup> St., Lincoln, NE, 68506.