



Roseville Lutheran Church (RLC) is an Evangelical Lutheran Church in America (ELCA) congregation located in the heart of Roseville, MN. Guided by our mission statement "Love God. Love your neighbor," inspired by Matthew 22:37-39, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.". Our commitment extends to serving others with love daily, emphasizing the importance of faith and community.

Job Title Director of Finance and Data

Purpose

The Director of Finance position at Roseville Lutheran Church, reporting to the Senior Pastor, involves leading an administrative team to oversee church administrative systems and processes. The ideal candidate will have a solid financial management background, playing a key role in ensuring financial responsibility and transparency within the church.

Job description

- Full-time with benefits
- Health Care benefits class: Full time Salaried
- Must be available occasional evenings and weekends
- 75% in office, 25% remote

Job Summary

Financial Management

- Accurately maintain all financial records of the congregation including: proper credit to a donor's giving statement; banking, and savings and investment accounts of the congregation
- Supervise financial staff for the counting and posting of all gifts, payment of fees, and other income to the congregation
- Execute payroll; accounts payable; and gifts to Mission and Outreach partners processes
- Stay abreast of changing technology beneficial to the church's ministry
- Ensure all proper internal controls are maintained
- Provide assistance to staff and volunteers for annual asks and annual appeals
- Lead the compilation of the annual budget
- Develop and oversee implementation of financial policies, procedures and reporting, updating as necessary
- Involved with independent audits if / when one is warranted per synod practices

Congregational Data

- Provide accurate quarterly and year-end giving statements to financial givers



- Generate monthly financial reports to the Finance Committee, Executive Committee and Church Council
- Produce quarterly reports to staff and committee leaders detailing the revenue, expenses, and financial position of their ministry accounts
- Provide a comprehensive year-end finance report as the official record of financial actions and financial position
- Work with Director of Development to compile and analyze giving trends among members and friends of RLC in order to most effectively approach giving requests
- Work with Director of Development to produce materials in partnership with RLC's Communication's Department related to the annual stewardship emphasis, including targeted letters, giving cards, thank you letters, and other stewardship pieces
- Retain membership lists, family records and worship attendance records; help analyze trends and concerns relating to membership and participation.
- Provide training and resources for staff on Church Management Software.

Team Participant

- Communicate with the Senior Pastor weekly
- Attend the following meetings:
 - Congregational Council (monthly)
 - Finance Committee (monthly)
 - Staff meetings (weekly)
 - Other committees and task forces as assigned by the Senior Pastor
- Work with church volunteers and ministry leaders in planning financial goals and problem solving
- Direct communication with Church Administrator with budgeting, salary and other financial matters
- Coordinate special projects at the request of the Senior Pastor or Congregational Council

Qualifications

- Bachelor's Degree (preferably with an accounting / finance degree) or previous experience in accounting position
- Experience with working in a multiple staff environment
- Experience with coaching or supervising others at place of employment or volunteer organization

Physical requirements and working conditions

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Job description date: February 2024