

Director of Administration and Finance Position Description

Position: Full-time, Exempt

Reports to: Senior Pastor

Job Summary:

To lead the financial and business management of Southwood Lutheran Church. This position acts as the point person for all accounting, facility operation, financial reporting, budgeting, tax compliance, insurance and technical operations of the church.

Essential Duties:

1. Provide leadership and direction to:
 - a. Financial operations by accounting for all receipts and disbursements, managing accounts payable, maintaining financial reports and coordinating the annual budget.
 - b. Facility administration by overseeing all maintenance and repair of the church building/property, supervising use of the building/equipment and coordinating security operations.
 - c. Asset management by overseeing records management procedures and leading all information technology/infrastructure activities.
 - d. Human resource administration by overseeing compensation, payroll and employee benefits.
2. Serve as the point person for Church Council activity and advise on financial matters.
3. Work with the Finance & Facilities Advisory Board of the church to plan, prioritize budget and evaluate all administrative and facility operations.
4. Work with the Endowment Board to oversee the endowment portfolio, including investment, disbursements, operating procedures and reporting.
5. Other duties as assigned.

Qualifications:

- Committed to an active church membership and prayer life, with a Lutheran background preferred.
- Demonstrates positivity and commitment to the purpose of Southwood Lutheran Church.
- Holds strong knowledge and ability in financial accounting, control and reporting methods.
- Able to translate financial concepts and effectively collaborate with employees or volunteers who may not have financial backgrounds.
- Displays excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of members and non-members.
- Manages and leads multiple projects and staff members simultaneously and consistently.
- Possesses strong technology and facility management skills with experience overseeing information technology and vendor relations.
- Knowledgeable of scripture and ministry in order to provide a context for decision-making.
- Holds a bachelor's degree with a focus on business, accounting, management or a related field. A Certified Public Accounting (CPA) is preferred; experience working with a non-profit is helpful.
- This position requires work on Sundays and religious holidays.