
Position Title: Finance Coordinator

Hours/week: 40+ (Full-time)

Reports To: Pastor of Finance

Classification: exempt

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Operates and maintains the church accounting system
2. Performs monthly financial reconciliation functions of accounts
3. Responsible for preparation of monthly reports of spending and income
4. Supervises and reviews day-to-day booking tasks
5. Assist in the annual budgeting process
6. Works with ministry areas to improve Finance communication, policies and processes
7. Prepares for and assists with annual audit
8. Creates ad hoc reports and schedules as needed
9. Serve as back up for Finance Team members
10. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen (or willing to become a member) who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Holds a bachelor's degree in accounting or a related field
4. At least four years of accounting experience
5. Has an attention to detail and willingness to learn beyond their primary responsibilities
6. Familiar with Microsoft Word, Excel and accounting systems
7. Ability to work with a diverse group of professionals in a Christian environment, understand their needs, and enable/support them with financial accounting tools and technology
8. Ability to answer questions regarding contributions and sensitive subjects in a friendly yet confidential manner
9. A healthy personal financial life with no excessive personal debt
10. Able to do some light lifting, sit for long periods, walk, climb stairs
11. Reliable transportation