



## POSITION SPECIFICATIONS

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<b>Position</b>	Finance Coordinator
<b>Location</b>	Tacoma, Washington
<b>Reports To</b>	Pastor
<b>Website</b>	<a href="http://www.peacelutherantacoma.org">www.peacelutherantacoma.org</a>

## SUMMARY

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The Finance Coordinator is a part-time, non-exempt position responsible for ensuring financial effectiveness by providing leadership for the organization's financial functions to church members, Council and professional staff. Reporting to the Pastor and providing support to the Office Coordinator in relation to financial practices, the Finance Coordinator will implement the infrastructure and systems needed to support strategic objectives. The position requires interpersonal skills, a strong ability to prioritize multiple tasks, and keen analytic, organizational and problem solving skills that support and enable sound decision making. Responsibilities include building and managing effective and efficient financial systems including oversight of finance and human resources (HR).

## ESSENTIAL FUNCTIONS

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### Financial Management

- *Accounting:* Process, record and reconcile financial transactions, including contributions, A/R, A/P and payroll; ensuring accurate and timely processing and maintenance of complete and accurate financial records.
- *Financial and Tax Reporting:* Create, analyze and present financial reports in an accurate and timely manner for both internal and external audiences, including monthly financial statements for management, Church Council and Ministry Leaders. Ensure all tax reports are promptly paid and filed in a timely manner.
- *Financial Procedures:* Update and implement financial and accounting policies and procedures.

### Human Resources Administration

- *Employee Records:* Maintain appropriate HR files for all staff members.
- *Benefits Management:* Administer employee benefit programs including health, dental and vision insurance, retirement, vacation and sick leave.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## EXPERIENCE AND QUALIFICATIONS

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Successful candidates must be committed to the mission of Peace Lutheran Church and have a passion for and commitment to its community. Strong candidates will also have proven commitment to diversity, inclusion and cultural competence as well as strong prioritization, critical thinking, self-motivating and problem solving skills.

- Bachelor's Degree in Business, Management or Finance preferred.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience using QuickBooks (or equivalent accounting software) and payroll processing.
- Knowledge of computer systems and standard office software including Microsoft Office (especially Excel), membership software and web browsers.
- Can conceptualize job requirements as a ministry and can verbalize the function of the job as such.
- Practices, emphasizes and fosters effective communication in the church organization.
- Availability for some meetings in the evening.
- Excellent written and verbal skills.
- A commitment to confidentiality regarding all records of the church, staff and members.
- *Important Qualities:* self-starter, takes initiative, organized, efficient, accurate, & ensures quality.
- *Preferred Qualifications:* Previous experience in human resources; necessary policies and procedures.

## COMPENSATION

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### **Compensation:**

2-6 hours/week at \$25/hour DOE.

Hours will be regularly scheduled throughout the work week.

### **Benefits:**

There are no benefits with this position.

## ACCOUNTABILITY

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An initial review 90 days after hire will be provided by the supervisor, with annual reviews thereafter.

## APPLICATION & TIMELINE

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Please submit **position-specific cover letter and resume prior to the deadline** via email to

[plcjobs@peacetacoma.org](mailto:plcjobs@peacetacoma.org). Email subject line should read: "Finance Coordinator Application."

Incomplete applications will not be considered.