



2410 Stillwater Rd. E., Maplewood, MN 55119

www.geth.org

Director of Finance and HR Job Description

*We make disciples of Jesus Christ who love God,
love one another, and serve the world*

POSITION TITLE: Director of Finance and Human Resources

STATUS: Full Time, 40 hours, exempt

POSITION REPORTS TO: Senior Pastor

POSITION SUMMARY: This position will serve by providing overall direction in the areas of finance and human resources for the church and school.

QUALIFICATIONS:

1. Bachelor Degree or minimum of 5+ years of related experience
2. Familiarity with or ability to learn Google Workspace, TADS, and Excel
3. Experience with working with budgets and accounting software

EXPECTATIONS:

1. Be a faithful follower of Jesus Christ with a passion for working with others with regards to money, policies and procedures
2. Embrace Gethsemane Lutheran Church & School's mission statements
3. Participate in Weekly Leadership Staff Meetings and weekly meeting with Pastor
4. Demonstrate professional skills and strengths including: confidentiality, organization, collaboration, negotiation, conflict resolution, honesty, and trustworthiness
5. Oversee and encourage a welcoming environment for members and visitors, regardless of race, gender, sexual identity, religion, etc.
6. Work on-campus and remotely as necessary

DUTIES & RESPONSIBILITIES:

Finance

1. Create the annual budget with input from the other Directors and Congregational Council, prepare and present at the Annual Congregational Meeting (*last Sunday in September*)
2. Coordinate with the Congregational Council, Treasurer and the contracted church

- accountants to establish and implement sound financial record keeping, accounting, and reporting procedures
3. Review financial information and assist the Treasurer and the Church Council in understanding the financial status of the congregation
 4. Inform ministry team leaders of the status of their expenditures/budget as requested and in coordination with the accountant
 5. Maintain appropriate and effective internal controls
 6. Identify appropriate sources of funding for special projects
 7. Prepare bills/invoices for payment, oversee the approval process, and cut and mail checks
 8. Prepare weekly deposits and take them to the bank
 9. Ensure contributions and other income is accurately recorded in the appropriate funds. Ensure contributors receive accurate and timely reports of giving
 10. Record and monitor pledge activity and report to Council
 11. Administer online and automated giving options
 12. Along with the Director of Facilities, serve as staff liaison to all of Gethsemane's contracted vendors. Evaluate and negotiate contracts for office equipment purchase or lease and repair. Enter into contracts and establish accounts with vendors on behalf of the congregation and approve or disprove expenditure requests
 13. Complete and file the ELCA Annual Report, forms A & C (*February*)
 14. With Principal, determine what school accounts must go into collections
 15. Guide and monitor fundraising and capital fund campaigns
 16. Assist school with grant and scholarship process

Human Resources

1. Manage the processes for hiring and orienting employees
2. Administer insurance, retirement and other employee benefits
3. Record and monitor vacation, sick leave and PTO usage according to established policies in conjunction with Executive Committee and the Senior Pastor
4. Establish and maintain personnel records and job descriptions for all staff in conjunction with the supervisors
5. Facilitate staffing, salary, and benefit planning during the budgeting process with supervisors
6. Conduct background checks and fingerprinting (when needed) on all potential employees and volunteers
7. Oversee personal insurance claims, workers compensation, and all incident reports and oversee insurance claims and reporting
8. Serve as staff liaison with the payroll and benefits companies
9. Establish and Launch the plan for an Emergency Ministry Team, coordinating with volunteers
10. Recommend to the Council with regards to federal, state, and local rules and regulations with regards to HIPPA, OSHA, ADA, COVID, etc.

11. With Preschool Director, support all PreK licensing requirements
12. With Principal and Office Staff, support the Accreditation process (*every 5 years*)
13. With Council Vice President and the St Paul Synod, update Constitution and By-Laws
14. With Council, maintain an up-to-date employee handbook
15. With PTO President, update Parent-Teacher Organization bylaws
16. With School Board President and Principal, maintain school handbook

Other

1. Procurement of needed supplies, equipment, and services
2. Coordinate with Director of Facilities with regards to major repairs, insurance coverage for property and liability, and building use agreements with outside groups
3. Coordinate with Director of Technology with regards to web hosting contracts, including annual domain registration, and new systems and software to improve office productivity and security
4. Other duties as assigned

Contact Information: Interested applicants please send cover letter and resume to:

jobs@geth.org, attention Pastor Elizabeth Wilder, or
Gethsemane Lutheran Church & School
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