



Finance Coordinator

Department: **Operations**

Wage Type: **Full Time**

FLSA Exemption: **Hourly Non-Exempt**

Responsibilities

The basic function of the Finance Coordinator (FC) is to provide support to the Lead Gift Team, Finance Department, Biblical Generosity Department and congregational members as directed by the Chief Operations Officer (COO). The FC is responsible for all Accounts Payable processing, Campaign support and assisting with other administrative tasks in the Finance and Biblical Generosity departments. The individual will be required to perform the functions of the job in the most timely, accurate, cost effective, and ethical manner possible. FC is a positive and caring reflection to the Church and must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The FC must lead by example and maintain high core values and CL Mission.

Supervisor: Chief Operations Officer

- I. Special projects as needed
- II. Operate with an Outward Mindset

Recipients: Lead Gift Team, Director of Generosity & Advancement, Accounting Specialist

- I. Perform updates of the Campaign on the website at least monthly.
- II. Schedule, record, and send thank yous for Campaign donor visits.
- III. Support planning, preparation, and execution of special events and Campaign events.
- IV. Send commitment update letters quarterly.
- V. Manage duplicates in FellowshipOne.
- VI. Responsible for daily procedures, receiving and distributing financial mail, managing petty cash, general bookkeeping and filing, helping organize, publicize, and host workshops and classes.
- VII. Prepare requested information for meetings and attend a weekly update meeting.
- VIII. Maintain the Offering Envelope subscription for those who request envelopes; encourage those who give electronically to delete their envelope subscription and utilize the generic envelope available in the worship attendance information.
- IX. Assist with prospect research utilizing current and past giving records on general and campaigns, wealth screening, estate planning documents, public domain and anecdotal information; updating profiles as needed.
- X. Take the opportunity for professional development by accompanying members of the Lead Gift Team on donor visits, campaign meetings, professional conferences and webinars, etc.
- XI. Record and input all campaign pledges into F1 database updating donor data as needed.
- XII. Prepare and submit POs for campaign expenses
- XIII. Cooperatively coordinate, recruit and train volunteers, staff and others on campaign specifics and schedule meetings for Lead Gift Team and volunteers when necessary.
- XIV. Develop and maintain stock gifts data/records
- XV. Aid giving research efforts and the generation of financial and giving reports.
- XVI. Serve as administrator over the Thrivent Action Team proposals for Christ Lincoln by providing training for volunteers and ensuring that staff are following the correct protocols.
- XVII. Oversee VISA statement process and entries.
- XVIII. Enter all ACH transactions, verify account number, approvals and prepare all AP entries for posting to the General Ledger.
- XIX. Backup for daily bank and journal entries, preparation of office receipts and online deposits, and posting AP entries and cutting checks as needed.
- XX. Enter and update vendors in AP and ensure W9 compliance.

Coworkers: Office Coordinator, Cafe Coordinator, Family Ministry Coordinator, Administrative Assistants

- I. Prepare weekly office receipts for cafe monies, registration fees and other revenue accounts.
- II. Respond to questions about the Accounts Payable process and escalate to the Accounting Specialist or COO as needed.

Direct Reports: Counter Teams, Volunteers

- I. Verify Sunday Offering and work with Head Counter to reconcile errors and address training needs.
- II. Ensure supplies are ordered as needed for Counting Teams.
- III. Provide support for volunteer workshop leaders.

Competencies

The Finance Coordinator shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way.
- II. The ability to read, write, and comprehend the English language.
- III. Troubleshooting skills to process breakdowns to create and implement solutions.
- IV. Excellent verbal and written communication skills.
- V. Strong organizational skills with attention to detail.
- VI. Demonstrated ability to multitask and prioritize daily workload.
- VII. The relationship skills to effectively present information & respond to questions from groups of managers, customers, and the public.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Proven ability to take the initiative and be a self-starter.
- XI. Demonstrated experience with financial software applications; ie. Shelby Financials
- XII. Strong ethical and moral standards for financial confidentiality.
- XIII. Propensity to refrain from gossip and instead provide honest, open and transparent communication.

Abilities

The FC should exemplify these skills: organization, and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. Financial acumen and efficiency are also required in order for the FC to meet project deadlines, use time efficiently and plan for additional resources. The FC must have the ability to complete tasks on time or notify in a timely manner to establish an alternate plan. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the DSE or DOM.

Qualifications

At least five years of proven Accounts Payable and/or Accounts Receivable bookkeeping experience required. Associates Degree in accounting related field or knowledge of General Ledger strongly preferred. Proficiency in MS applications and Google Suite with extensive knowledge of Excel is required. Familiarity with nonprofit financial compliance and fundraising encouraged. Experience with ShelbyNext Financials, ShelbyNext Giving, Martus Solutions and FellowshipOne are encouraged. Must be able to work consistently between the hours of 8 AM - 4 PM, Mondays through Fridays with some flexibility built-in. Membership to Christ Lincoln is encouraged but not required; however involvement in specific church activities and sponsored events may be required as directed by the Chief Operations Officer.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization's Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.