



Position Information

Position Title: Financial Director
Status: Part-Time, Year-Round
Reports to: Executive Director

Goal of the position: To steward the financial resources of the ELCA Youth Ministry Network.

Responsibilities:

1. To maintain and monitor Network financial records
 - a. Write checks, pay invoices, make deposits, reconcile bank statements, maintain chart of accounts, create reports, provide data for worker's comp audit
 - b. Maintain all financial records
 - c. Provide monthly financial reports to Executive Director
2. Manage payroll and taxes
 - a. Work with professional accountant to handle federal and state taxes, W-9's, payroll information, calendar year-end information and fiscal year-end information
3. Work with the Extravaganza leadership
 - a. Work to record registration income
 - b. Pay all Extravaganza expenses, fees and honorariums
 - c. Track and code expenses, providing reports as needed to event leaders
 - d. Be present at the Extravaganza to support the registration process
4. Work with the Network's professional accountant to ensure annual paperwork to maintain our non-profit status is up to date
5. Work with Network insurance provider to maintain liability, worker's comp and director's insurance coverage
6. Work to move financial records (Quickbooks) to an online, cloud-based structure
7. Work to create financial projections that will help Network leadership plan for the future
8. Retain 7 years of financial records

Qualifications:

1. The ability to work well and communicate with others

2. Organizational skills
3. Experience stewarding the finances of small organizations
4. Accuracy
5. Attention to detail
6. Strong verbal and communication skills
7. Ability to maintain confidentiality
8. Ability to work independently
9. Be proficient in the use of Quickbooks, Microsoft Word, Microsoft Excel and Wild Apricot database

Details:

1. Hours fluctuate seasonally. The position generally averages 22 hours per month. It can be as high as 35 per month before and during the Extravaganza and as low as 10 per month during the summer
2. Position is paid hourly. Hourly pay scale is between \$20 and \$25 per hour, based on level of experience and qualifications
3. All expenses for Extravaganza (travel, housing, per diem, etc...) are covered by the Network