

Financial Secretary

Through a careful and deliberate discernment process, Grace Lutheran Church identified the need for a part-time staff person devoted to assisting with the duties of our Parish Administrator. This position will be for approximately 8 hours per week. The ideal candidate will demonstrate an exceptional degree of professionalism and confidentiality. In addition, the ability to work in a fast-paced environment where multi-tasking, sound decision-making and proven organizational skills are necessary. Strong written and oral communication skills are essential.

Responsibilities

Under the direct supervision of the Parish Administrator, the Financial Secretary is responsible for the following:

- Support the Vision, Mission and Core Values of the Congregation.
- Assist in all of the record-keeping duties of the church
- Input data for financial and membership records
- Process payroll, pay invoices, create financial reports, and other related duties in the absence of the Parish Administrator.
- Maintain the highest level of confidentiality
- Seek out and utilize resources that promote sound business practices to help promote the ministry of Grace Lutheran Church.

Desired Skills and Competencies

- Solid computer literacy with a proven ability to learn new programs
- Proficiency in use of accounting software, especially QuickBooks.
- Familiarity with church database software
- Strong communication skills
- Self-Motivated
- Relates well to people of all ages

Position Requirements

- Minimum of Associates Degree or equivalent work experience in Accounting or Administration.
- All applicants must be able to pass a background check

To apply, send resume and cover letter to:

Pastor of Grace Lutheran Church
320 E Main St
Mankato, MN 56001

Or via email:

odegardglc@gmail.com