

FLORIDA-GEORGIA DISTRICT-LCMS POSITION DESCRIPTION



Title: Executive Director of Finance and Administration/HR

Purpose:

The mission of the Florida-Georgia District is to serve, assist and encourage professional workers and ministries in their work of proclaiming the Gospel. To that end, the vision of the Florida-Georgia District is to equip, empower and engage to connect people to Jesus. Therefore, the primary purpose for service as the Executive Director of Finance and Administration is to equip, empower and engage District staff, professional workers, and ministries to connect people to Jesus by serving, assisting and encouraging God's people by providing financial counsel and direction to the ministry of the Florida-Georgia District for the sake of Jesus.

Principal Functions: Responsible for accounting and financial administration, property management, and HR management.

Position Relationships:

1. Reports to the District President or the President's designee
2. Maintains a close working relationship with the entire District Staff as a member of the Executive team, and the District Treasurer.
3. Manages the Bookkeeper.

Key Responsibilities:

Financial Responsibilities

1. Responsibility for the District's day-to-day accounting needs and accounting controls.
2. Preparation and distribution of monthly Financial Reports and related analytical data.
3. Preparation of Annual Budget.
4. Prepares Quarterly giving statements for Congregations
5. Prepares and sends giving acknowledgements for all non-congregational giving.
6. Facilitates the annual District Audit and responds to Auditor inquiries.
7. Manages the District's investments
8. Monitor and manage expenses according to budget and need

Administration Responsibilities

1. Property Management, to include the District office and all District owned property.
2. Assist in purchase and maintenance of office equipment
3. IT support, to include Personal Computers, networking, and audio visual resources.
4. Manages all insurance needs of the District.
5. Vendor Contract Negotiation

HR Responsibilities

1. Liaison with Concordia Plan Service
 - a) Employee documentation
 - b) Reconciling monthly billing
 - c) Annual reporting requirements
 - d) Evaluating annual benefit package
 - e) Monthly H.S.A. payments

2. Payroll
 - a) Submission of bi-monthly payroll
 - b) Documenting employees absences
 - c) Bi-weekly 403b contributions
 - d) Preparing W-2 / end of year documentation
 - e) Maintain annual housing allowance with Board approval
3. Monitor Employee Manual and provide updates as needed.
4. Preparing annual Workers Comp Report

General Responsibilities

1. Respond to inquiries from congregations on business, insurance, and payroll matters.
2. Participative Member of the Synod Joint Business Manager group.
3. Participates in continuing education to develop and enhance skills relative to position.
4. Participates in morning Devotions.
5. All other appropriate duties as may be assigned.

Preferred Qualifications:

1. LCMS member in good standing
2. Servant attitude and heart
3. Bachelor's Degree in Accounting, Business, Finance, or related, with minimum 5 years' experience in similar position, preferably in non-profit accounting. MBA or CPA preferred.
4. Good communication skills, both oral and written.
5. Good interpersonal relational skills.
6. Minimum two years of experience in working with Audit preparation.
7. Experience using computer, proficient in Microsoft Office, spreadsheets, and SAGE accounting program.
8. Ability to assess, evaluate and use professional judgement in carrying out responsibilities.
9. Self-Motivating and problem solver; willing to ask, "What if?"
10. Operations management experience and organizational skills.
11. Project management experience; able to bring projects to a close with full documentation.
12. Real Estate and property management experience.
13. Ability to work in a team setting, take direction and accept performance counseling.