



ST. STEPHEN'S

EPISCOPAL CHURCH – EDINA

OPEN POSITION: Financial Manager

St. Stephen's Church seeks a part-time Financial Manager. The Financial Manager will operate and maintain the financial management systems of the Church in cooperation with the Rector, Treasurer, and Wardens.

RESPONSIBILITIES

- **Receipts:** Track all monies coming into the church: cash, checks, online donations, and make regular bank deposits as required.
- **Disbursements:** Write all checks as directed by the staff & others, and set up auto pays as required.
- **Payroll:** Administer semi-monthly payroll through ADP.
- **Employee Benefits:** Administer health, dental, and life insurance benefits for qualified employees; liaison with Episcopal Church in Minnesota benefits staff and ADP payroll services.
- **Financial Reports:** Prepare monthly reports in a timely manner to be reviewed by the Treasurer.
- **Banking & Credit:** Monthly reconciliation of church bank and credit accounts.
- **Contributions:** Maintain parishioner records of contributions, sending statements quarterly.
- **Gifts:** Track and acknowledge receipts of stock and memorial gifts.
- **Annual Budget:** Assist in the budgeting process, including the entry of all necessary data to the accounting system.
- **Stewardship:** Administer member and financial information for the annual Stewardship (pledging) campaign. Provide administrative support and information to the Stewardship Committee.
- **Audit Support:** Assist Treasurer and contracted accounting firms in the conduct of church audits and/or financial reviews.

This Financial Manager may also perform other tasks or projects as directed by the Rector. S/he will also work closely with the other members of the staff and attend weekly staff meetings.

QUALIFICATIONS

- Requires demonstrated skills and experience in bookkeeping, and accounting (preferably fund accounting.)
- Experience with the following software/technology preferred: Windows Office Suite (Excel & Word), ADP Payroll, ParishSoft Accounting, Tithe.ly, Vanco, and Power Church

COMPENSATION

A competitive salary is offered for this role based on experience.

HOURS

Part-time: 25 hours per week

APPLICATION

To inquire about and/or apply for this position, please email personnel@ststephens.com. Please include your **resume**, and **three (3) references** with your application. **APPLICATION DEADLINE: Saturday, September 3rd.**