



Job Description

Grand Canyon Synod Finance Administrator

Title: Finance Administrator	Supervisor: Bishop of GCS
Exempt	Location: Office of the Bishop, Phoenix

Vision Statement

Communities together in Christ serving the world.

Mission Statement

As church together we communicate the love of Christ, connect diverse people, and create new ways of outreach.

Core Values

Grounded in grace of Christ, we encourage, empower, and equip our communities of faith to proclaim Jesus from Lutheran teachings, nurture passionate inclusivity, live out radical hospitality, work for justice and mercy, and cultivate faith-filled relationships with all ages.

The Grand Canyon Synod Finance Administrator is a member of the team that influences the culture, language and reputation of the ELCA. We serve as leaders in modeling generosity, articulating the mission of the ELCA, and encouraging individuals, congregations, and groups to support the church's ministry and mission. We serve trusting God is in charge, Jesus brings new and abundant life, and that the Holy Spirit is active and alive. We model integrity, passion, optimism, mercy, and forgiveness.

The Finance Administrator reports to the Bishop and is responsible for the overall financial life of the GCS, including connection within the Synod and Churchwide, working with the Director of Administration & Events and the GCS Treasurer.

Principal Activities

30%	<p>Financial Statement Preparation</p> <ul style="list-style-type: none"> • General Ledger Management / Prepare monthly financial statements for use by the GCS Executive Team and Synod Council. • Track Congregational Support. • Coordinate with the Director of Administration and Events the recording of receipts, making deposits and managing accounts payable. • Work with the Treasurer in the preparation of the Mission Spending Plan. • Report on Investments of designated, restricted and general funds. • Maintain record-keeping for campaigns undertaken by the synod.
30%	<p>Account Reconciliations / Audit</p> <ul style="list-style-type: none"> • Manage the annual financial audit. • Prepare bank reconciliations monthly. • Reconcile other accounts as required for the audit or as requested.
20%	<p>Payroll</p> <ul style="list-style-type: none"> • Prepare the payroll for the GCS staff through the payroll software. • Track personnel records on hours, vacation, sick leave etc. • Coordinate the purchase of health insurance and pension benefits for the staff with Portico Benefit Services.
10%	<p>Grant Process</p> <ul style="list-style-type: none"> • Provide reports as needed for the grant-funded activities within the synod. • Track receipts and disbursements by fund.
10%	<ul style="list-style-type: none"> • Fulfill other duties as assigned that support the mission and ministry of the GCS and wider church. Attend and support Synod Assembly, Conference gatherings, Fall gatherings, retreats, and other significant gatherings. • Provide financial input in negotiating leases, major purchases and service contracts. • Serve as a resource person for congregations and agencies in this synod, when requested.

Knowledge, skills and experience

B.S. in Accounting or related field with 3 to 5 years of work experience in non-profit finance, preferred. Knowledge of QuickBooks or other Accounting software and proficiency with Excel and Word preferred. Resourceful, self-motivated, accurate, and able to complete tasks in a timely manner, with minimum supervision.

Compensation

This is a part time hourly position, with compensation based on qualifications and experience.