



Region 1 of the Evangelical Lutheran Church in America Financial Services Office

Location: Advent Lutheran Church, 4306 132nd ST SE, Mill Creek, WA 98012

Job Title: Financial Services Officer (Accounting Manager)

Work Hours: Core business hours of 9-5pm, with some flexibility

Type: Full time; Exempt.

Compensation: \$78,000-\$90,000 (based on education and experience)

Benefits: Employer paid medical and dental premiums.

Employer paid 403(b) contribution.

Life & Disability insurance.

Paid holidays and vacation, and continuing education.

Training: Compensated on job training.

To Apply: **Application must be received in the Office of the Northwest Washington Synod by November 1, 2024.**

Send or Email: Letter of application, responses to essay questions, current resumé and a list of references to:

Northwest Washington Synod

Tabetha Myatt

5519 Phinney Ave N

Seattle, Washington, 98103

Email: office@lutheransnw.org

JOB SUMMARY

Religious nonprofit seeks applications for a Financial Services Officer. The Region 1 Financial Services Office serves the six Evangelical Lutheran Church of America Synods of the Pacific Northwest (which includes Washington, Oregon, Idaho, Montana, and Alaska) who equip and connect their congregations, people, communities and ministries. In cooperation with management of the six synods, the Financial Services Officer is responsible for all areas of fiscal administration for the six synods and their ministries. The Financial Services Officer will interact with each synod's executive management as well as their administrative staff, synod personnel, committee members and outside auditors.

RESPONSIBILITIES

- Oversees all aspects of daily financial accounting and office management
- Responsible for ensuring adequate internal controls within accounting and works with other teams to ensure adequate controls exist for processes that impact accounting
- Prepare general ledger entries and manage all account reconciliations
- Maintain Balance Sheet schedules and analyze general ledger account balances to determine accuracy and completeness of entries
- Process vendor invoices and vouchers, ensuring proper approval
- Supervise and back up support for bookkeeper in areas of accounts payable and receipt posting

- Manage cash receipts. Monitor numerous cash and investment accounts and perform monthly reconciliations for each synod and Region 1 accounts
- Perform monthly payroll for 50-60 employees in a five-state area for multiple departments and process quarterly and annual IRS required forms
- Perform month-end closing activities and provide monthly and annual financial statements providing budget analysis and supporting monthly and annual informational statements
- Develop a working knowledge of and utilize the Automated Church Systems Software
- Participate as needed in planning, implementation and monitoring of each synod's budget and business plan to advance each synod's mission
- Prepare audit schedules and work closely with external audit firm for the presentation of annual financial statements
- Recognizes and activates, as appropriate, opportunities to identify and share best practices across and within synods that standardize and simplify financial operations for synods and the Region 1 Office.
- Respond to requests for information
- Other duties as assigned

POSITION QUALIFICATIONS

- Bachelor's degree in accounting. (CMA or CPA preferred)
- Five+ years of experience, including payroll and benefits administration. (Other degrees and experiences may be considered)
- Solid understanding of Generally Accepted Accounting Principles
- Familiarity with not-for-profit accounting and experience with fund accounting
- Experience and knowledge of computerized accounting systems
- Experience with system implementations and working with multiple departments
- Experience in Microsoft Excel, Word and Outlook
- Strong interpersonal skills as well as effective written and oral communication skills
- Ability to translate financial concepts to a wide range of individuals and committees
- Knowledge of employee benefits laws and statutory requirements. Experience with clergy payroll is highly desirable
- Excellent time management skills and exceptional attention to detail
- Ability to work proactively and independently with little supervision and in collaboration with Synod Treasurers and other synod staff and management
- Able to sit or stand while working on a computer or phone for lengths of time
- Able to push, pull, and occasionally lift up to 30 lbs.
- Driver's license and good driving record required
- Willing to support the mission, values, and vision of the Evangelical Lutheran Church in America.
- Understanding of how money flows within the ELCA and its ministry partners, or willing to learn
- Must feel comfortable in a church environment

To apply: Send cover letter, certifications, five references (three of which are professional colleagues) and resume to the Office of the Bishop in the NW Washington Synod at office@lutheransnw.org as well as responses to the following three questions:

1. Provide an example of where you helped strengthen internal financial controls you played a key role for the internal financial controls in an organization.
2. Describe how you work in complex environments or how you have prioritized work in a complex work environment.
3. What do you see as your greatest achievement in your financial career so far?

Region 1 Financial Services Office:

Region 1 Financial Services Office is committed to both the spirit and the applicable legal requirements of equal employment opportunity and affirmative action. Consistent with this commitment, to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, transfer, selection for training opportunities, and equity concerning layoffs, discharges, and retirement. It is the policy of this region that all staff should be treated fairly and equitably, and able to perform their duties in a safe environment. The role of the Financial Service Office is to provide financial services to the following six (6) Synods: Alaska, Northwest Intermountain, Montana, Northwest Washington, Oregon, Southwestern Washington Synods.

Direct supervision falls under the Northwest Washington Synod Bishop and the position is accountable to the Region 1 Board of Governors. Employees come under the NW WA Synod Personnel Handbook. The Financial Service Office is housed at Advent Lutheran Church in Mill Creek 4306 132nd St. SE. Mill Creek, WA 98012. [Northwest Washington Synod Handbook](#)

Employment background check will be required

Probationary Period is for the first six months of employment.