Dear Applicant,

Thank you for your interest in working with us at Valley of Peace Lutheran Church.

Our Mission Statement reflects our ministry: “Living in God’s love and compassion, we are called to be disciples of Jesus Christ, as the Holy Spirit works through us for healing, justice, and peace.” At Valley of Peace Lutheran Church Christians from every tradition, people new to the faith, believers, questioners, and questioning believers are one together in Christ Jesus. We recognize that each person is a unique creation of God, and, by grace, is called a child of God, without exception and regardless of gender, race, national origin, sexual orientation, gender identity, physical or mental ability, age, station in life, or political affiliation. As Lutherans, we cherish and are strengthened by the diversity of God’s creation.

We are currently accepting applications for a Financial Consultant. This is a contracted position paid hourly for approximately 10 hours per week.

Hourly compensation commensurate with experience and education, averaging between $40 - $46 per hour.

To apply, please:
1. Review the attached job description and consider if God might be calling you to serve in this way.
2. Submit your statement of qualifications to me via e-mail at aosborn@valleyofpeace.org. We will be accepting statements until the position is filled.

After reviewing this information with our interview team, I will be in contact with you about possible next steps for the interview process.

I am happy to answer questions as you discern your interest in this position. You may contact me via e-mail or by phone at 763-588-4611.

May God bless you in your discernment,



Pastor Ashley Osborn

Financial Consultant

Expected Services

Position Summary

The Financial Consultant will be responsible for accurately and timely processing of financial transactions, maintaining financial records, and administering payroll and related tax requirements. This position works closely with the Pastor, Treasurer, Financial Secretary, and Finance Team to ensure that Valley of Peace's financial systems are accurate, organized, timely, and well maintained. This is an ongoing position that plays an important role in supporting the financial health and smooth operation of the congregation.

Accountability

The Financial Consultant is accountable to the congregation and its mission, under the supervision and direction of the Pastor.

Areas of Responsibility

1. Financial Transactions & Recordkeeping

- Process and record accounts payable in a timely manner, ensuring bills are accurate and properly authorized.
- Record deposits and other financial transactions in ParishSOFT fund accounting software.
- Maintain accurate and organized church financial files and records.
- Maintain church operating, dedicated, memorial, and investment accounts.
- Coordinate with and support the Financial Secretary and volunteers responsible for counting and depositing contributions.
- Reconcile monthly bank statements and provide financial reports to the Treasurer within 10 days of the end of the month.
- Prepare additional financial reports as requested throughout the month.

2. Payroll & Employee Administration

- Maintain accurate employee records, including salary, withholding, and employment status.
- Process payroll accurately and ensure all employees are paid according to the authorized salary schedule.
- Make timely federal and state payroll tax deposits.
- Prepare and file required quarterly federal and state payroll tax returns.
- Prepare, distribute, and file annual W-2 and 1099 forms by January 31.
- Maintain confidentiality of all payroll and personnel information.
- Participate in conversations regarding significant changes to payroll processes, employee compensation, or HR practices when the Financial Administrator's financial or payroll expertise is needed. When these discussions require time beyond the regular scope of the position, additional hours and compensation will be discussed and approved in advance.

3. Financial Support & Collaboration

- Participate as an ex officio member of the Finance Team
- Update Parishoft with current copies of contracts when provided
- Provide financial information and reports to support congregational decision-making and annual budget preparation.
- Consult with church leadership regarding financial practices, internal controls, and efficient financial procedures.
- Review financial workflows and recommend improvements that increase accuracy, efficiency, accountability, and sustainability.
- Assist with implementing approved improvements to financial systems and processes.

General Expectations

1. Respects and appreciates all people, and embraces our congregational commitment to being a Reconciling in Christ church and a community committed to Racial Justice.
2. Complies with employee policies, as outlined in the Valley of Peace Employee Handbook.
3. All data and work product must be accessible to approved Valley of Peace leaders.

Qualifications

- Experience with bookkeeping, accounting, payroll, or financial administration, preferably experience with faith institutions and/or non-profit organizations.
- Strong attention to detail and accuracy.
- Comfort working with financial records and accounting software.
- Experience processing payroll and managing payroll tax requirements.
- Ability to organize and manage recurring deadlines independently.
- Strong communication and collaboration skills.
- Commitment to confidentiality when working with financial, personnel, donor, and payroll information.
- Ability to work collaboratively with staff and volunteer church leaders.

valley of peace
LUTHERAN CHURCH

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