

**St. David's Episcopal Church in Minnetonka is seeking a person to fill our part time position as Minister of Finance. See the description below and if interested, please send an email with your name, contact information and brief note about what makes you a good candidate. Please reply to: [staffing@stdavidsparish.org](mailto:staffing@stdavidsparish.org)**



**Minnetonka, MN**

## **Minister of Finance Position Description**

### **Our Mission:**

We at St. David's Episcopal Church are devoted to loving and serving God, one another and the world. Honoring the dignity and freedom of all to seek God at their own pace, we connect our life stories with the teaching of Jesus. Inspired by the Holy Spirit, we believe our actions transform the world and ourselves.

### **Our Statement of Welcome:**

St. David's Episcopal Church is committed to following Jesus' example of practicing radical hospitality, seeking to find God in all people because they are of sacred worth. We welcome all persons, regardless of gender, race, ethnicity, age, physical or mental capacity, education, sexual orientation, gender identity, socioeconomic or marital status. All are invited as full participants in the life and ministries of our community.

### **Our Vision:**

St. David's lives out our Christian faith through Discipleship, Justice, Faithful Innovation, and Congregational Vitality following the Episcopal Church in Minnesota's Commitments for embodying a loving community:

1. Our faith inspires and equips each of us, from young to old, to follow Jesus with hope into loving, liberating and life-giving relationship with God, one another, and creation.
2. We are an innovative, healthy, and radically welcoming Christian community where all feel safe to gather, learn and connect.
3. We know and are known by one another and respond with love and compassion to the needs of others.
4. We as part of the Episcopal branch of the Jesus movement, see diversity as a gift from our Creator and aspire to build relationships with neighbors and across differences.
5. We believe in God's abundance and are faithful stewards of our land, buildings and financial resources to support staff and ministries now, and for generations to come.
6. We strive, through our words and actions, to be a force for love and justice, collaborating with organizations that work to address needs in our community for the poor, suffering and marginalized.
7. We continually discern our unique identity and gifts, empowering both lay people and clergy to seek new opportunities and intentionally try fresh ways to live the Good News within ourselves, our congregation, our neighborhood, our communities.

## **Our Vision for Minister of Finance**

This work is a ministry at St. David's and all activities embody the Church's Mission, Statement of Welcome, and Church Vision.

This work is grounded in four core values:

- Welcoming – exhibit a welcoming presence to all St. David's constituents within the parish and the wider community.
- Connecting – work with staff, church volunteers and Wardens
- Supporting – support all financial activities at St. David's.
- DEI – embrace our call to work for justice and St. David's commitment to diversity, equity and inclusion.

### Being Welcoming

The Minister of Finance is welcoming to all, embodying God's radical hospitality. They are servant leaders to church members and visitors and they excel at building trusted relationships. Everyone who visits St. David's feels welcomed and heard.

### Making Connections

The Minister of Finance is a central connection point for most of the financial activities at St. David's, working with staff, Wardens and volunteers.

### Being Supportive

The Minister of Finance manages all financial aspects as they pertain to St. David's ministries, activities and property. They collaborate with others, able to work with minimal supervision.

### Supporting St. David's Value of Being Committed to Diversity, Equity, and Inclusion

As a faith community, St. David's is committed to diversity, equity, and inclusion. The Minister of Finance exhibits this by embracing our Mission and Statement of Welcome.

## **Responsibilities of The Minister of Finance Include:**

### **General:**

1. Live out the St. David's Episcopal Church Mission, Vision, Statement of Welcome and Vision for Financial support in all church-related interactions, communications, services and events.
2. Understand St. David's Servant Leadership goals and objectives. Participate as an essential member of the staff leadership team, building trust with peers, and demonstrating respect for others. This position actively participates in staff meetings and takes accountability for their performance of duties and leadership behaviors.
3. Exhibit reliable, trustworthy, and professional conduct with the ability to manage confidential financial transactions and sensitive information with discretion and integrity.
4. Abide by all Church Policies, including but not limited to Church Key/Access Policy, Building Emergency & Escape Policy, Safe Church Policies and Data Storage guidelines.
5. Manage and perform all duties ensuring compliance with accounting standards and in accordance with The Manual of Business Methods in Church Affairs.
6. Maintain Safe Church Training Certification at the highest level which includes background checks as directed and administered by the Episcopal Church in Minnesota.
7. Be open to feedback and remain flexible when changes or modifications are required.

## **Specific:**

Collaborate with the Rector, Treasurer, Chairs of the Finance and Endowment Committees, Wardens and other Church Volunteers providing financial and administrative leadership and support including:

1. Provide all Bookkeeping Services for St. David's using the Realm Accounting System and the ADP Payroll System, which includes:
  - Bookkeeping maintenance and management
    - a. Accounts Payable
    - b. Pledge receivable maintenance
    - c. All Financial Reporting
  - Participation in team finance meetings
  - Payroll
    - a. Enter bi-weekly payroll for processing and disbursement
    - b. Verify accuracy of quarterly reports and year-end W-2 forms to employees
  - Cash Disbursements
    - a. Enter invoices into accounting system, ensuring proper allocation of expenses
    - b. Provide checks for authorized signers for approval
  - Cash Receipts
    - a. Work with Church volunteers to prepare weekly deposits
    - b. Enter deposits into accounting system
    - c. Audit deposits and make any necessary cash transfers between accounts
    - d. Coordinate stock transfers as needed
  - Reconcile bank accounts
  - Maintain balance sheet, including account reconciliations.
  - Monthly Financial Reporting to the Treasurer
    - a. Provide monthly Statement of Financial Position and Summary of Restricted Accounts
    - b. Provide monthly Financial Statement of Mission
    - c. Provide monthly Endowment Fund financial reports to the Treasurer and the Endowment Chair
    - d. Provide other monthly reports as requested.
  - Assist with annual preparation of the Parochial Report
  - Assist with the development of the Church annual budget
2. Oversee all Church Pledge Activities and Maintenance including:
  - Apply cash receipts to the proper church member and proper fund (operating, capital, etc.)
  - Create quarterly pledge statements and annual charitable contribution tax reports.
  - Provide quarterly pledge analysis to Rector.
  - Provide stewardship reporting and analysis.
3. Provide leadership and support for the Annual Pledge Drive.
4. Prepare Annual Meeting financial materials with the Rector, Minister of Parish Life, Wardens and Treasurer.
5. Follow Church guidelines for all document storage in Microsoft OneDrive.

## **Communication and Reporting Expectations**

The Minister of Finance reports to the Rector and regularly communicates with all members of the staff, Wardens and other church volunteers. This is a part time position with regular weekday hours averaging between 15-20 hours per week.

Hourly pay range for this position: \$21.00 - \$26.00/hour.