

FINANCIAL ASSISTANT WALLED LAKE AND WIXOM CAMPUSES

Ministry Description
St. Matthew Lutheran Church
Walled Lake and Wixom, Michigan

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will, and for God's glory, the Financial Assistant will work with co-workers, volunteers, and the Church Administrator to provide financial service support required to achieve the mission at St. Matthew Lutheran Church.

II. RESPONSIBILITIES

Responsibilities include:

- Accounting Support
- Payroll
- Day School Financial Support
- Hearts and Hands (HH) Financial Support
- Other Financial Support

Software and other systems:

- Excel
- Word
- FACTS (Day School tuition and billing system)
- Procure (HH tuition and billing system)

Note that fund references apply to all funds maintained for the church including Walled Lake (WL) and Wixom (WX) campuses, unless specifically indicated.

ACCOUNTING SUPPORT

- Prepare weekly deposits for funds
- Work with Counters to compile deposits and take to bank
- Record weekly deposits for funds
- Report on weekly giving status for WL & WX campuses, and report concerns
- Process and pay all invoices and billing statements, verifying proper approval before releasing payments, via check or ACH
- Reconcile credit card and other month end statements and process payment, via check or ACH
- Record all other receipts and expenses (e.g. online billings, income and transfers)
- Acknowledge personal memorials to donors and families

- Other accounting duties or projects as determined by the Church Administrator

PAYROLL

- Manage payroll activities
- Prepare payroll using staff time sheets, phone in payroll, work with payroll vendor on coordination of schedules
- Update payroll records based on requested employee changes, and salary updates as provided by the Church Administrator
- Verify checks
- Post payroll to WL & WX funds, and record monthly accruals
- Post PTO to employee records

DAY SCHOOL FINANCIAL SUPPORT

- Set up, maintain and update School family accounts in FACTS
- Process incidental charges and payments
- Assist the Church Administrator and Christian Education Ministry Financial Monitor as needed in reporting and following up on delinquencies, and other issues
- Assist the School Principal in preparing the Education Ministry's annual budget

HEARTS & HANDS FINANCIAL SUPPORT

- Maintain, update and manage Procure
- Work with the HH Director to set up, maintain and update HH family accounts in Procure
- Process family tuition payments and prepare deposits
- Assist the HH Director as needed in the handling and reporting of delinquent accounts, following HH Handbook guidelines
- Transport deposits weekly to Walled Lake Campus for handling by the counters
- Assist HH Director in preparation of time sheets for payroll
- Maintain office equipment, including arranging repair service as requested by the HH Director
- Assist HH Director in preparing HH childcare annual budget, and certain Wixom Ministry's budgets
- Prepare monthly HH financial projections for the HH Director to monitor enrollment and HH budget
- Assist HH Director with licensing preparation and reviews

OTHER FINANCIAL SUPPORT

- Work with Church Administrator to:
 - Develop and maintain accounting systems and internal controls, ensuring integrity and confidentiality of all work performed

- Run financial reports and perform financial analysis as requested
- Assist with month end procedures as requested
- Provide support and perform additional duties as requested

III. SUPERVISION AND CONDITIONS OF EMPLOYMENT

- A. While he/she is directly accountable to God for every aspect of his/her life and ministry, the Financial Assistant reports directly to and is under the authority of the Church Administrator.
- B. The Financial Assistant will semi-annually develop goals and objectives to be presented to and reviewed by the Church Administrator.
- C. This is a full-time position (shared duties between Walled Lake and Wixom Campuses)
- D. Compensation and benefits will be set by the congregation and reviewed annually by the Executive Board, upon recommendation of the Personnel Committee.
- E. The Financial Assistant is subject to the conditions of employment outlined in St. Matthew Lutheran Church's "Employee Handbook."

Signature of Financial Assistant:

Signature of Church Administrator:

Date: _____

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Mission Statement

St. Matthew Lutheran Church exists to make disciples who share Jesus with others.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities
(1 Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)

St. Matthew Lutheran Church Staff Values

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with

Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work,

"What can I do to help you?"

Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness, truth telling with courtesy and sensitivity.
Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.
Put your hand to the plow and don't look back!
Do all you can heartily and serve the Lord with fortitude.
Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity.
Write the note, make the call, give the gift that says,
"You and your ministry matter to God!"
1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.
1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus.
Humble yourself before God and expect Him to do great things as you seek to serve Him
with all your might.
1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

IV. DESIRED QUALITIES

- A. The Financial Assistant's Spiritual Maturity should be reflected as described in Exodus 18:21 ("...select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain..."); Acts 6:3 ("...choose...from among you [those] who are known to be full of the Spirit and wisdom"); 1 Timothy 2:8-12 ("Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, deaconesses are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and household well."); and as follows:
- Fervent personal devotional, Bible study and prayer life
 - The fruits of the Spirit should be evident
 - Attend worship regularly
 - Confidentiality
- B. The Financial Assistant's Spiritual Gifts should include:
- Administration
 - Encouragement
 - Hospitality
 - Helps
 - Wisdom
- C. The Financial Assistant should have experience and personal qualities as follows:
- Be people-oriented, good interpersonal skills, outgoing and congenial
 - Self-organization to manage your own time and responsibilities
 - Have analytical and problem-solving skills
 - Be a self-motivated hard worker
 - Be results orientated
 - Technical skills related to computer and software requirements
 - Be a member in good standing of the congregation
 - Work cooperatively with co-workers, staff, and congregation members
 - Have Accounting skills and knowledge required to successfully perform the responsibilities outlined
 - Take direction as needed from the Church Administrator and maintain a cooperative working relationship