



North Carolina Synod

Evangelical Lutheran Church in America

Director of Finance and Administration

Reports to:	NC Synod Bishop
Directly Supervises:	Administrative assistant for the bishop, call process, and candidacy, events coordinator, supply and interim coordinator
Status:	Full-Time
FLSA:	Exempt

Job Summary:

The director of finance and administration serves as the day-to-day finance person and personnel officer, and consults rostered ministers and congregations on matters relating to legal, human resources, taxes, insurance, and constitutions.

Essential Functions:

- Responsible for account payables, monthly payroll, and federal/state reporting.
- Provide management reports of synod finances including budgeted funds, designated funds, and bequests.
- Provide oversight and care for NC Synod properties.
- Supervise administrative assistants
- Maintain personnel records.
- Collaborate with the bishop and personnel committee for annual salary approvals
- Assist rostered leaders with compensation, tax, and HR issues
- Assist call committees in defining compensation packages.
- Assist congregations with financial and benefit issues.
- In conjunction with Finance Committee and Synod Council, prepare the proposed budget for presentation to annual Synod Assembly.
- Maintain synod office policy and procedures for efficiency and adherence to legal and ethical standards.
- Serve as a liaison to the NC Lutheran Synod Foundation trustees.
- Serve as a liaison to the Michael Peeler/Virginia Casey Grant Committee of Synod Council.
- Advise Compensation Guidelines Task group in their deliberation on changes to guidelines.
- Serve as liaison to Portico, ELCA's benefits provider.
- Maintain a working relationship with the synod's external auditor.
- Plan agenda and lead joint meetings of bishop's staff and program staff, and team meetings.
- Plan and attend administrative staff meetings on an as-needed basis.

Other Responsibilities:

- Attend all meetings of the Synod Council.



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- Attend the annual Synod Assembly (2-3 days). Travel is required.
- Attend Fall Convocation (3 days). Travel is required
- Attend off-sight retreats and visioning sessions as scheduled. Travel is required.
- Develop a process to identify and hire a staff person to hold staff accountable for meeting goals related to diversity equity and inclusion
- Other duties as assigned

Minimum Qualifications:

- 4-year degree in business or related field and/or relevant experience
- Good verbal and written communication skills with both individuals and groups
- Good organization skills
- Competency in Microsoft Office products
- Ability to maintain confidentiality
- Capability and willingness to learn new software products, tools, and equipment
- Ability to initiate tasks and complete them without supervision
- A strong Christian faith and familiarity with Lutheran polity are desirable

Physical Requirements:

- Ability to sit for long periods
- Ability to lift and carry 25 lbs.

Salary:

- Salary will be based on the candidate's experience, skills, and qualifications.

Benefits:

- Family health coverage
- 12% retirement contribution
- 22 days paid vacation
- 15 days paid for office holidays
- Sick time