



Interested applicants should email a resume to Deacon Laura Carson ([deaconlaura@eandsynod.org](mailto:deaconlaura@eandsynod.org)).

## Finance Coordinator

The Finance Coordinator will provide excellent support and execution of finance operations in the Eastern North Dakota Synod Office.

This position is non-exempt and will be paid based on hours worked. Estimate is approximately 10-12 hours per week.

### Responsibilities and Duties:

- A. Process payroll (managed through Clergy Financial)
- B. Process accounts payable
- C. Communicate with the Synod Ministry Coordinator and Contracted Accountant to ensure that accounts receivables are accurately coded
- D. Process Monthly Employee Benefits Payment
- E. Process and code credit card statements
- F. Prepare financial reports, budgets, and forecasts as requested by Bishop and/or Treasurer
- G. Process monthly synod remittance to the ELCA
- H. Ensure appropriate recording and use of designated funds
- I. Protect the financial interests of the synod
- J. Other duties as requested

### Education and Work Experience:

- Demonstrated experience with financial operations
- Church experience preferred

**Accountability:** Reports directly to the Bishop