



Position Title: Director of Finance
Work Location: St. Mark Ministries – De Pere, WI and Green Bay, WI
Part Time / Exempt / Staff Position
Reports To: Ministry Governing Board
Positions Reporting To: Financial Coordinator
St. Mark Ministries Mission and Vision Statements: To teach timeless truths to today’s people so that all may share tomorrow’s eternity. To be a dynamic Christian congregation that is an inspiration magnet for every member of our community, providing an opportunity to GROW a meaningful personal relationship with Jesus and then to GO make a difference now and for eternity.
St. Mark Ministries Core Behaviors: Make It Better – “What am I doing to make us a better church?” Take It Personally – “Where am I leveraging my talents and skills outside my primary team?” Be A Team Player – “Where am I helping others win?” Replace Yourself – “Who am I empowering?” Be Healthy – “How am I taking care of myself spiritually, relationally, physically, financially, and emotionally?” Remain Open Handed – “How do I manage the tension triggered by new ideas, innovation and change?”
Overview / Primary Responsibilities: The Director of Finance at St. Mark Ministries will be responsible for all Financial Management and will have interactions with church and school staff, partners, independent contractors, and various outside entities.
Essential Duties: <ul style="list-style-type: none">● Accounting Management<ul style="list-style-type: none">○ Oversees the receipt, deposit, and disbursement of all church funds.○ Annually review positions for salary ranges and bonuses (if appropriate).○ Works with called workers to determine their housing allowance.○ Works with the appropriate committees in planning and promoting church stewardship campaigns and capital fund drives.○ Oversees the administering of the payroll for St. Mark employees.○ Assures all tax reports (941, W-2) are promptly paid and timely filed.○ Manages the receiving, recording, and disbursement of all Special Funds.○ Coordinates financial audits with external accounting firm.

- Financial Management
 - Maintains proper cash flow control to meet obligations.
 - Maintains and directs a financial record system for the church.
 - Works with the Ministry Governing Board Treasurer in the preparation of monthly financial reports.
 - Works with the church and school staff to prepare a ministry balanced annual budget.
 - Works with the Ministry Governing Board Treasurer to prepare a ministry balanced, annual budget for approval by the Ministry Governing Board and ultimately by the Voter's Assembly.
 - Implements and administers the approved budget.
 - Annually review positions for salary ranges and bonuses (if appropriate).
 - Works with the appropriate committees in planning and promoting church stewardship campaigns and capital fund drives.
 - Works with the Ministry Governing Board Treasurer to obtain or restructure long or short-term debt financing.
 - Maintains internal controls.

Education and/or Work Experience Requirements:

- Bachelor's Degree preferred, or equivalent combination of education, training, and work experience.
- Must have excellent verbal and written communication skills.
- The position requires integrity, professionalism, sound judgment, mediation skills, and confidentiality.
- Requires knowledge of Microsoft and accounting softwares.
- It is preferred but not required that the employee be a partner of St. Mark Church.

Physical Requirements:

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment with extensive team member contact and frequent interruptions.
- Primary function requires sufficient physical ability and mobility to work in an office setting: to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist, lift, carry, push and/or pull light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- Travel to other locations using various modes of private and commercial transportation.
- Strong communications skills to exchange information.

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Staff Member Name: _____

Date: _____

Signature: _____

