Position Title

Business and Financial Coordinator

Reports to: Lead Pastor
Employment Status: Part-time, Non-Exempt (hourly)
Board: Finance and Facilities Board
Date: October 2026
Supervises: None
Compensation: Negotiable upon offer based on qualifications and experience. Please contact Pastor Julé Ballinger by calling 320-762-2196 to receive the hourly rate.

Position Summary

The Business and Financial Coordinator role is a detail-oriented, relational position responsible for maintaining accurate financial records, coordinating payroll and benefits administration, supporting budgeting and reporting processes, and assisting church leadership with business operations. The coordinator serves as a trusted resource for staff, ministry leaders, vendors, and members while ensuring compliance with church policies and applicable federal and Minnesota regulations.

This is a part-time, hourly position reporting to the Senior Pastor, with regular interaction with the Finance Committee, Treasurer, and Church Council.

Essential Responsibilities

Financial Management

- Coordinate with Balay, the payroll company, on payroll and HR procedures.
- Maintain the church's accounting records using approved accounting software.
- Process accounts payable and ensure timely payment of vendors and service providers.
- Maintain contribution records and generate donor statements.
- Prepare monthly financial reports for church leadership, finance committee, and council.
- Reconcile all bank and investment accounts.
- Assist in preparing annual budgets and monitoring budget performance.
- Coordinate the annual audit, review, or financial examination process.
- Maintain restricted and designated fund records.
- Monitor cash flow and financial commitments.

Business Operations

- Manage church insurance documentation and renewals.
- Maintain vendor contracts and service agreements.
- Maintain business licenses, registrations, and required filings.
- Support annual stewardship campaigns and special fundraising initiatives.

Reporting and Compliance

- Prepare reports required by denominational offices or governing bodies.
- Ensure compliance with IRS regulations related to churches and nonprofit organizations.
- Maintain documentation for charitable contributions and financial transactions.
- Maintain confidentiality of all personnel and financial information.

Physical Demands

- Ability to sit for extended periods while working at a computer.
- Ability to lift and carry office materials up to 25 pounds.
- Ability to move throughout church facilities as needed.

Qualifications

Education

Preferred: Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field. Equivalent experience in church, nonprofit, or small business financial administration may be substituted.

Shared Staff Responsibilities

- As an employee of the church, the Business and Financial Coordinator is expected to:
    - Support the congregation's mission, values, and ministries.
    - Conduct work in a manner consistent with the church's policies and ethical standards.
    - Demonstrate professionalism, integrity, and respect in all interactions.
    - Maintain confidentiality regarding member, staff, and financial information.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Application Process

Please submit a cover letter and resume to jule.ballinger@firstlutheranalexandria.com or drop them off in the church office. Applications will be accepted until November 30, 2026.

All candidates must complete and pass a background check prior to employment.