



ST. PAUL LUTHERAN CHURCH
ROOTED AND GROWING

St. Paul Lutheran Church Lititz, PA

Position Description: Finance & Operations Coordinator

Position Objective: To support the mission and ministry of St. Paul by ensuring accurate, timely financial operations and by providing essential administrative and operational support. This role strengthens the church's organizational effectiveness by managing weekly financial processes, coordinating key administrative functions, and serving as a central resource for staff, volunteers, and ministry teams.

Position Dimension: Hourly, Part-time – 15 - 20 hours per week

Position reports to: Director of Operations

Education and Experience Preferred:

- High school diploma required; some college or bookkeeping coursework preferred
- Experience in bookkeeping, church finance, or nonprofit administration a plus
- Proficiency with accounting software (Realm preferred), spreadsheets, and general office technology
- Strong organizational skills and attention to accuracy

Traits and Characteristics:

1. Trustworthy, reliable, and able to maintain strict confidentiality
2. Strong organizational and administrative skills
3. Self-starter with the ability to work independently and manage multiple tasks
4. Clear communicator who works well with staff, volunteers, vendors, and congregants
5. Commitment to the mission, values, and ministry of St. Paul Lutheran Church

Position Accountabilities:

Weekly Core Financial Tasks (~6 hours/week)

- Record and post all weekly deposits in Realm
- Process invoices and vendor payments
- Review Kleercard transactions and collect missing receipts
- Handle finance-related correspondence with members, vendors, and ministry leaders
- Reconcile bank accounts to Realm weekly to support a smooth month-end close

Ongoing Administrative & Operational Support (remaining 9–14 hours/week)

- Manage vendor documentation, including W-9 collection, Safe Church compliance checks, and updates to vendor files
- Support insurance-related processing (claims documentation, renewals coordination, information requests)

- Coordinate facility requests, including key/door access, room usage questions, and basic building scheduling support
- Assist with funeral coordination, including communication, logistics, and document preparation
- Prepare monthly financial reports in collaboration with the Director of Operations
- Coordinate with ministry teams on special projects as needed
- Maintain office supply inventory, including stamps, paper goods, and Narthex coffee

Communications & Front Office Support

- Respond to emails and phone calls from members, visitors, and community partners
- Coordinate front-door coverage and support office volunteer scheduling
- Support exceptional hospitality and helpfulness for all who interact with the church office

General Administrative Duties

- Support routine printing or preparation of financial or administrative documents
- Maintain organized and accessible digital and physical filing systems for financial records
- Collaborate with staff to ensure smooth administrative operations across ministries

Other Duties as Assigned

St. Paul Evangelical Lutheran Church is an equal opportunity employer. All employees must adhere to Safe Child Policy requirements including the completion background checks and related assessments.