



# **SHEPHERD OF THE LAKE LUTHERAN CHURCH**

## **OPEN HEARTS. OPEN MINDS. OPEN TABLE.**

**Position: Finance Associate - Accounts Receivable**

**Reports to: Finance Director**

**Position: Part-Time (\$20 per hour) with flexible work hours**

### **ABOUT OUR CONGREGATION**

Shepherd of the Lake Lutheran Church is a large, vibrant congregation located in Prior Lake Minnesota. We are a member of the Evangelical Lutheran Church in America providing worship, education, discipleship opportunities, and programming in line with the teachings of the ELCA, and rooted in our mission, Growing in Faith, Living to Serve. We currently have an opening for a part-time Finance Associate – Accounts Receivable and are actively seeking candidates for this position.

### **SUMMARY**

This position is primarily responsible for compiling and maintaining accounts receivable records by performing the following duties:

- Performs all aspects of accounts receivable.
- Create invoices for receivables.
- Process Sunday offerings, weekly receipts, online offering, credit card payments, etc.
- Prepare contribution statements.
- Prints all accounts receivable reports and maintains all accounts receivable files.
- Records all necessary entries in QuickBooks to record accounts receivable.
- Prepares analysis of accounts, as requested.
- Assists in monthly closings.
- Generates, reviews and distributes monthly class code reports to class code owners.
- Assists with annual audit.
- Assists with accounts payable and special projects, as necessary.
- Performs other duties as assigned.

### **EDUCATION AND/OR EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

## OTHER SKILLS AND ABILITIES

- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Detail-oriented while maintaining an extremely positive attitude.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Team player with a "can-do" attitude that can work in a fast-paced environment.
- Ability to establish and maintain a professional atmosphere for employees, clients, and customers.

All interested applicants please send your resume and a cover note expressing why you are interested in exploring this opportunity to the Finance Director, Nicole Klekner.

Nicole Klekner  
Finance Director  
Shepherd of the Lake Lutheran Church, ELCA  
nicoleklekner@sollc.org  
Direct Phone: 952-230-2911