

College Mennonite Church
Director of Finance & Facilities - Scott Litwiller

Accountable to: Congregational Administrator
Status: 0.9 FTE (36 hrs/week)

Essential Functions:

- Manage congregational finances
- Facilities manager
- Access Database manager

Other Responsibilities:

- Provide leadership for managing congregational finances
 - Coordinate all aspects of giving, including Sunday morning giving, electronic giving, scheduling Sunday morning counters and data entry
 - Assist in preparing congregational spending plan in consultation with other leadership groups
 - Manage congregational budget and prepare all budget and financial reports
 - Manage the financial accounting operation
 - Field finance or donation related calls from congregational members
- Assist Pastor of Pastoral Care with memorial garden needs.
- Custodian of Financial records for Amity Board
- Coordinate Sunday custodial needs with Office Administrator
- Submit work orders to Physical Plant for building repair needs and work with GC Physical Plant regarding building issues
- Sunday worship attendance records
- Maintenance of office equipment (ie. printers, copiers, postage machine, etc)
- Assist Jubilee program with a weekly backup of data, support with payment requests, and general management of needs.
- Provide additional support as assigned and/or needed

Relate to following groups:

- Finance and Stewardship Committees
- Amity Board and Amity Facilities Management Committee
- Investment Management Committee
- CMC Student Aid Committee

Core Competencies

- Trust and Integrity
- Interpersonal Relationships
- Organizational Skills
- Verbal Communication
- Accounting experience

Minimum Qualifications:

- Commitment to a Christian lifestyle and beliefs in an Anabaptist perspective.
- Bachelor's degree or equivalent experience – preferably in Accounting
- Accounting experience
- Knowledge of Word, Excel, Google, Access