

Director of Operations and Finance at Oak Knoll Lutheran Church, Minnetonka, MN

Growing the Fruits of God's Kingdom In Mission to our Neighbors

Are you called to use your gifts in finance, operations, and administration to support a congregation actively living out God's love through service and community engagement? We're seeking a dedicated **Director of Operations and Finance** who will be an essential partner in our mission of reaching beyond our walls to serve our neighbors and grow the fruits of God's kingdom near and far.

About Our Mission

As an Evangelical Lutheran Church in America (ELCA) congregation, we believe faith comes alive through service. Our outreach ministries, community partnerships, and commitment to being God's hands and feet in the world require strong operational foundations. This is where you come in—ensuring that every dollar is stewarded, everyone is welcomed to our facility, and every administrative detail attended to so that we can love and serve our community, living out Jesus' calling.

How This Role Serves Our Mission

In this role you will help our congregation to:

- Welcome community members into well-maintained, accessible spaces
- Direct resources toward service projects and outreach initiatives
- Support our preschool ministry that serves young families
- Relate with ministry partners and organizations who are extensions of our ministry
- Maintain faithful stewardship that honors our donors' generosity and God's abundance

What You'll Do:

Financial Stewardship:

- Direct financial operations for our church, preschool, and endowment funds with transparency and excellence
- Process contributions with gratitude, knowing each gift fuels ministry and service
- Manage payroll, banking, monthly reconciliations, and comprehensive financial reporting
- Support budget preparation that reflects our ministry priorities
- Help maintain our financial relationships with our ministry partners

Human Resources Ministry:

- Care for our staff through benefits administration, onboarding, and personnel support
- Ensure compliance with employment laws while maintaining our values-centered workplace
- Coordinate background checks and safety training that protect those we serve
- Administer state programs including Paid Leave and Secure Choice Retirement (launching 2026)
- In coordination with the Senior Pastor, update handbooks and policies that reflect our commitment to being a healthy, mission-focused workplace

Facility Hospitality:

- Oversee maintenance and projects that keep our building welcoming for worship, service, and community use
- Coordinate facility use by outside groups, extending hospitality to our neighbors
- Direct custodial and grounds crews in maintaining our church home
- Ensure with other staff that our Sunday services and fellowship events are prepared with excellence
- Manage supplies and logistics that support worship, outreach programs, and seasonal ministries

Who We're Seeking

We seek someone who has the qualities of:

Deep Trustworthiness — You handle confidential information, donated resources, and people's livelihoods as sacred and private. Your integrity is impeccable, and our congregation can depend on you as trustworthy and honest.

Missional Passion — You see your work as ministry. You understand that your operational excellence equips our congregation to serve, engage our community, and grow God's kingdom. You're energized by being part of something bigger than yourself.

Faithful Commitment — You bring consistency, diligence, and follow-through in your vocation. You see your work as a calling, not just a career, and you're excited to serve an ELCA congregation committed to living out the Gospel through action.

Beyond these core qualities, you'll bring strong organizational skills, financial acumen, HR competency, and genuine warmth with people. You should be comfortable with technology, thrive managing diverse priorities across finance, HR, and facilities, and work effectively both independently and collaboratively. Most importantly, you'll share our passion ministry as a congregation that loves and serves, embodying the example of Jesus.

Required Qualifications

- Degree in Accounting or Finance (preferred)
- Non-profit accounting experience in a church setting (preferred)
- Advanced proficiency with accounting software, Excel, and other business tools
- Current driver's license in good standing and a reliable vehicle
- Ability to lift and carry up to 20 lbs.
- Must be 18 years of age or older

Position Details

Status: Part-Time, Non-Exempt

Reports To: Senior Pastor

Location: On-site at our church facility

Community: We serve the Minneapolis area as part of the Minneapolis Area Synod, ELCA

Ready to grow the fruits of God's kingdom with us?

If you're trustworthy, ministry focused, and faithful—and want use your talents and gifts to empower a congregation actively serving our community—we'd love to meet you.

Please contact Pastor.Jay@oklutheran.org with your resume and if you would like more information, e.g. pay range, hours, etc.