

# NEBRASKA LUTHERAN OUTDOOR MINISTRIES

## POSITION DESCRIPTION

**Position Title:** Manager of Financial Records

Date: February 2026

**Reports To:** Executive Director

### **Summary of Responsibilities**

The Manager of Financial Records is responsible for maintaining accurate financial records, coordinating payroll, supporting financial compliance, and administering employee benefits for the organization. This role plays a key part in ensuring financial transparency, regulatory compliance, and smooth day-to-day operations in support of NLOM's mission.

### **Position Responsibilities**

1. Maintain accurate and up-to-date financial records, including deposit systems for incoming funds
2. Handle the expenditure vouchering systems
3. Coordinate payroll processing with outsourced vendor and maintain payroll records
4. Prepare financial reports for leadership, auditors, and the Board as needed
5. Maintain organized financial and personnel records in compliance with retention and privacy requirements
6. Reconcile bank statements and financial accounts monthly
7. Report necessary forms to the State of Nebraska and Internal Revenue System
8. Work closely with Executive Director and leadership to support organizational and budget needs
9. Communicate benefits information to employees upon hire and enroll new staff in selections. Track employee eligibility, enrollments, changes and terminations in benefit programs.
10. Work with the Program department for the facilitation of appropriate cash management systems
11. Maintain record keeping/reporting systems for the NLOM Foundation
12. Maintain vehicle/trailer listing for the property owned by NLOM
13. Supervise the Administrative Support Specialist and provide leadership to office phone team

### **Professional Expectations and Qualifications**

1. Bachelor's Degree and/or sufficient experience in accounting, finance or related field.
2. Experience in financial record keeping and payroll
3. Proficiency with accounting software, payroll systems and spreadsheets
4. Maintain the confidentiality of sensitive matters and information
5. Passion for mission of NLOM and adherence to the standards and Code of Ethics of the American Camp Association

### **Skills Necessary**

1. Excellent communication and organizational skills
2. Excellent interpersonal skills

3. Proficient use of Microsoft products
4. Ability to demonstrate initiative and multi-task well
5. Ability to work with minimal supervision

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