

Position: Non-Profit Compliance/Tax Advisor

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position that is annually reviewed and renewable with mutual consent of the current appointee and the President, as well as the support of the Executive Committee (EC).
- Serves without compensation; however, allowable personal expenses will be reimbursed.
- Accountable to NLS Executive Committee (EC) through the Executive Director.

Purpose:

As a responsible servant of Jesus Christ, this person will support the NLS and affiliated secretariats by keeping these entities informed regarding any/all IRS and/or tax concerns and implications pertaining to these not-for-profit organizations.

Essential Functions and Responsibilities:

1. Pray for members of the NLS Board and affiliated secretariats.
2. Actively participate in a renewal group.
3. If requested by the NLS Treasurer, conduct, prepare and reconcile an annual accounting of all funds received and disbursed by the NLS to be made available to the President, Treasurer and Executive Director by July 31st.
4. Stay current with all non-profit and tax issues relating to NLS.
5. Assist the NLS EC with:
 - Maintaining its Minnesota Not-for-Profit status
 - Filing the organization's annual Tax Form 990
 - Filing the Minnesota Charities Report as required by the MN Attorney General's office
6. When requested, attend the NLS Annual Gathering and meet with members of affiliated secretariats to address IRS, tax, or not-for-profit questions and concerns.
7. Serves as an IRS and tax resource for NLS, affiliated secretariats and fledging communities wishing to affiliate with NLS.
8. Maintains an accurate and timely manual for this position including a timeline of responsibilities.
9. Provides an annual report of activities to the Vice President of Administration for inclusion in the Annual Gathering binder no later than June 1 of each year.

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

None

Knowledge, Skills, and related Gifts:

- Possess a strong working knowledge of, and experience with, not-for-profit accounting/corporate issues/IRS and tax requirements,
- Demonstrate a working knowledge of the ever-changing IRS and tax requirements,
- Demonstrate the ability to work well with others, often in a teaching capacity.

Physical Demands:

- Participate in by-monthly NLS EB conference call meetings.
- Appointee is not expected to attend the annual Mid-Year Meeting or the Annual Gathering unless it is requested by the President.