

Position Title: Financial Assistant
FLSA Status: Non-Exempt, Part-time
Supervisory: No
Reports to: Human Resources and Financial Coordinator

Summary Description

The primary purpose of the Financial Assistant is to serve as an administrative support to the finance office.

Responsibilities

Following the direction and guidance of the Finance Team, maintains financial activities and records of the church.

Processes weekly contributions of cash and checks. Prepares and makes weekly bank deposits.

Prepares and processes invoices. Prepares and records disbursements and reimbursements on a weekly basis. Maintains financial records for weddings.

Audits and submits credit card reconciliations for final approval. Prepares finance office credit card reconciliation.

Handles data entry and bookkeeping for stewardship campaigns, scheduled giving and other types of donations.

Assists with printing and disbursement of quarterly financial statements.

Handles processing of mail to include approval for payment of invoices.

Attends all necessary meetings as directed by the Executive Director in order to ensure that day to day decisions are in-line with the Lead Pastor's overall vision and direction of the Church.

Supports finance team with other duties as needed and assigned.

Qualifications

BA or equivalent in a related field.

Minimum of 1 year experience working in an office environment, preferably in a bookkeeping or finance environment.

Experience using common personal computer software such as word processing, spreadsheets, databases, and office accounting/financial systems. Experience with QuickBooks desired.

Strong organizational skills and attention to detail.

Interpersonal skills through phone and face-to-face contact with diverse population. Must be able to handle confidential information.

Ability to work in a team setting.