



**JOB TITLE:** Finance Assistant

**SUPERVISOR:** Director of Finance

**FLSA STATUS:** Hourly (Non-Exempt)

**CREATED/REVISED:** March 2022

**SALARY:** \$17.00 – \$20.00

**APPROVED BY:** Executive Director

**HOURS PER WEEK:** 10 to 12 hrs/week, average. Hours may vary through the month and seasonally.

## POSITION SUMMARY

The Finance Assistant will aid in multiple aspects of our financial processes. They will work with the Finance Director and Executive Director to complete weekly, monthly, and annual tasks, reports and other related records.

## ESSENTIAL RESPONSIBILITIES

### 1. (90%) Clerical and Bookkeeping Support including but not limited to:

- Accounts Payable – enter invoices into bank bill pay system and Quick Books Online, manage recurring bills, reconcile credit cards, process reimbursements, etc.
- Accounts Receivable - Bank deposits and reconciliations, prepare giving statements, donation acknowledgements, etc.
- Month-end financial close and report generation
- Assist with payroll and benefits administration and processing.

### 2. (10%) Other

- Attend staff meeting and other meetings/events as needed.
- Other duties as assigned.

## PERSONAL QUALIFICATIONS

- Takes responsibility but does not hesitate to ask questions.
- Enjoys the challenge of learning new things.
- Good humor, a calm demeanor, and a friendly outlook.
- Ability to work effectively as part of a team as well as independently.
- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- Strong commitment to confidentiality.
- Fulfill the performance standards of the position as well as follow policies, rules, and procedures of the church, including those communicated verbally or in writing.

## PROFESSIONAL QUALIFICATIONS

- Experience with QuickBooks Online
- Experience with Microsoft 365, especially Excel
- Experience with Simple Church or similar CRM systems
- Highly organized and detail oriented.
- Ability to prioritize time and effort.



### **WORK ENVIRONMENT, PHYSICAL ACTIVITY, AND SCOPE**

Work Environment: Primarily indoor office, with an occasional need to be in the gymnasium or outside. Typically, climate controlled.

### **BENEFITS**

- Flexible schedule

*This job description is not intended to be an exhaustive list of all duties. Employees may perform other related duties as assigned.*