



**Position:** **Finance Assistant**

**Reports to:** **Finance Director**

**Status:** **Non-exempt** (*hourly*)

**Last Revised:** **January 2023**

## Overview

The Finance Assistant supports the Finance Department in providing financial services for the church that includes the day to day management of funds and financial data.

## Key Responsibilities

- Process all contributions and event payments in a safe, accurate and timely manner
- Process all mission trip donations in a timely manner and reconcile regularly to ensure accuracy
- Review all staff credit card purchases and process monthly payments
- Assist the Finance Director with the preparation of yearly tax deductible contribution statements that are sent to all donors
- Oversee the hourly staff timekeeping system and maintain accurate records
- Assist the Finance Director in the payroll process
- Maintain accurate and up-to-date financial files
- Provide general office support as needed
- Other duties as assigned

## Qualifications and Required Skills

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus
- College degree preferred or a minimum of 2+ years experience in a Finance department
- Proficient in Microsoft Office Products especially Excel
- Preferred experience with QuickBooks
- Detailed oriented and able to work to high standards of accuracy
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done

