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 acurrate 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

- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive, working in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.

A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed this document and have agreed to take the necessary steps to ensure success in this role.			
Employee Signature	Date	Supervisor Signature	Date