



## **Financial Assistant**

### **General Description**

The Bookkeeper is responsible for managing accounts receivables and financial business processes. This includes processing weekly offerings and other forms of income and payment processing, and monthly reconciliation of accounts.

Part-time, 16 hours/week

### **Key Responsibilities**

- Receive, count, enter, and deposit weekly tithes and offerings received via weekend services, mail, online, stock transfer, etc.
- Manage and reconcile bank accounts.
- Balance financial accounts and prepare the monthly financial report.
- Update and distribute weekly Stat Sheet to church staff and elders.
- Produce and distribute quarterly and annual general giving statements.
- Assist the Executive Team and other church staff in developing an annual financial plan.
- Answer incoming calls and direct calls as necessary.
- Perform other duties as assigned.

### **Education and Experience**

The ideal candidate has a minimum of 3 years' experience as an accounting/finance person in a church or business environment. The successful individual will also possess a working knowledge of Quickbooks (or other similar software applications) Microsoft Office (including Excel), church database (Planning Center Online), and other related applications.