



JOB DESCRIPTION

Job Title: Finance Assistant	Employment Status: Part-time on its own but Exempt and Full-time when combined with HR Manager position/ 30 hours a week
Department: Operations and Finance	FLSA Status: *see above
Reports to: Ryan Styre	Supervises: Volunteers if needed

Mission:

Empowering people to change the world.

General Description:

Responsible for Assisting the Finance Director (or Pastor) in all areas related to finance.

Qualifications:

- Experienced in basic computer skills such as Microsoft Office, Powerpoint, Word, Google Drive, and basics of Excel.
- An eagerness to learn.
- Ability to both work independently but also work as a team member.
- Good communication skills.
- Relaxed under stress.
- Great organizational skills.
- Ability to manage large amounts of data and numbers.

Education, Experience:

Bachelor's Degree

Core Responsibilities:

- Assists with end of year giving statement mailing.
- Weekly records and deposits tithe.
- Manages online giving in CCB.
- Manages any financial subscriptions.
- Regularly gathers and sorts mail from mailbox and PO box.
- Manages facilities payments.
- Sends out payroll schedules and reminders.
- Sends in payroll every bimonthly to CPA.
- Manages church check writing.
- Manages weekly worship payments.
- Records Payroll changes in HR software.

- Manages employee payroll files.
- Creates and sends out budget approval templates yearly.
- Loads, transfers, and manages spending on PEX cards.
- Files any reimbursements or church card payment info.
- Pays any needed invoices.
- Creates and sends monthly (before 2nd Wednesday of the month) budget vs. actual spreadsheets to pastors and department heads.
- Verifies tax exemptions.
- Manages form registration payments and scholarships.
- Continues to improve financial processes within the church.
- Manages all church subscriptions and accounts.
- Works with The Road accountants on any forms or audits needed.

Physical requirements to perform this job:

Must sit long hours at a desk and computer and must be able to get low to file items.

Work Environment & Conditions:

Regular office hours plus additional off-site hours if necessary. Additional hours may be required for special events.