



INTERNSHIP – Business Assistant

The Vision

The Business Assistant will oversee the weekly operations of the business office with tasks including but not limited to weekly contribution processing, bank deposits, bills, reimbursements, and reconciling and auditing accounts.

This role requires approximately 10-15 hours per week and is supervised by the Operations Director.

The Responsibilities

- Meet with/speak with the Operations Director weekly.
- Assemble a Weekly Transaction Report to submit to our bookkeeper on one consistent day each week (i.e. Mondays, Tuesdays).
- Enter weekly giving contributions from Sunday Tithes and Offerings.
- Open mail and upload bills to Accounts Payable Software.
- Process reimbursements.
- Input and reconcile credit card receipts.
- Record all special payments for classes, retreats, and events.
- Assist in sending out seasonal giving statements electronically.
- Provide support and administration for any special tasks that the Operations Director may oversee.

The Qualifications

- Vibrant personal relationship with Jesus.
- Demonstrates character of walking in the Spirit, not the flesh. (Gal. 5v19-25)
- Competency in organization, bookkeeping, finance, communication, and basic computer skills.
- Chemistry in working well with the leadership at Grace City.

