



Financial Assistant

We are seeking a Financial Assistant who will keep accurate financial records, manage payroll and other employment data, and perform other relevant functions for the church and its ministries including a Daycare and Summer Children's Camp.

This is a part-time position of 10-16 hours a week. This position offers flexible hours.

Our Financial Assistant should:

- Consider Financial Work for the church to be a ministry
- Be highly organized
- Have a background, experience and education in bookkeeping and/or other relevant financial work.
- Be a person of integrity, able to hold financial information of individuals in the strictest confidence.
- Not be a member of First Cumberland Presbyterian Church

Starting pay is \$20 per hour.

The job description may be accessed at www.firstcumberland.com.

Information about the Cumberland Presbyterian Denomination may be accessed at www.cumberland.org.

Applicants should submit a resume to searchcommittee@firstcumberland.com

or to Financial Assistant Search Committee, First Cumberland Presbyterian Church, 1505 N. Moore Rd., Chattanooga, TN 37411.



FINANCIAL ASSISTANT

Job Description

SCOPE: The Financial Assistant position is an important one that supports the mission of First Cumberland Presbyterian Church by maintaining the Church's financial records. How we manage the financial resources of the church is a witness to our congregation and all that interact with the Church. The position requires accuracy, integrity and commitment to the ministry of the Church.

DUTIES

Maintain the General Ledger of the Church

Create and distribute monthly, quarterly and annual financial reports

Prepare and submit bi-weekly payroll for the Church, TLC and CYF Dayplayers

Reconcile the following accounts: Operating Account-monthly

Regions Organ Fund-quarterly

UBS Tithe Account-monthly

Monitor the following accounts: Payroll Account

UBS Church Account

UBS Preservation Account

UBS Cyprus Bonds, Denominations and Equities Accounts

UBS CYF Account

Manage the accounts payable

Maintain records of all contributions to the Church and prepare and distribute quarterly and annual reports to contributors

Maintain I-9 and W-4 records

Provide employment and salary verification upon request

Prepare monthly retirement distribution to the Board of Stewardship

Manage storage of permanent financial records of the Church according to proper retention standards

Manage credit relationships with various vendors (i.e. Ace Hardware, Home Depot)

Assist the Church Treasurer, Finance Committee Chair, Church Secretary and Senior Pastor upon request

Manage access to the financial office and any safes or locked storage areas

Maintain confidentiality

QUALIFICATIONS

Formal accounting and/or bookkeeping training required

Prior experience in financial field preferred

Must be familiar with financial software and other computer programs (i.e. Word, Excel)

Must be organized and capable of meeting a variety of reporting deadlines

Ability to work with staff, church members and the public in a friendly, business-like manner

Pass a background and fingerprint test

Provide 3 references