



Financial Assistant Position Description

Summary:

This part-time position has a primary function to perform general bookkeeping and record keeping entries, assist with payroll, accounts payable, journal entries and bank reconciliations, etc. This position will be approximately 16-20 hours a week, primarily during normal church business hours. This position will report to the Director of Office Operations.

Accountabilities/Functions:

The Financial Assistant will specifically:

- Manage and update accounting records to include account payables, payroll, journal entries, bank reconciliations, etc.
- Prepare financial reports using Shepherd's Staff accounting software, spreadsheets, and other forms as requested.
- Coordinate flow of financial information with the Senior Pastor, Treasurer, Financial Secretary, Church Council, and Finance Team.
- Maintain all insurance records (liability, workers compensation and automobile).
- Maintain copyright licenses for all ministries.
- Assist the Senior Pastor in the preparation and monitoring of the Annual Budget.
- Manage and control certain personnel records.
- Create employee compensation summaries.
- Perform other duties as assigned.

Requirements/Qualifications:

To accomplish this, the Financial Assistant needs:

- Bachelor's degree in accounting or business management (preferred)
- 2-4 years bookkeeping/record keeping experience (preferred)
- Ability to accurately maintain records.
- Ability to maintain strict confidentiality.
- Ability to learn and use software (i.e. Microsoft Office, internet browser, accounting software).
- Demonstrate outstanding interpersonal and oral communication skills (outgoing/friendly/welcoming).
- Ability to work in a team setting.
- Adhere to the St. John's Constitution, Bylaws, and Annual Ministry plan (Budget).