



Job Description Financial Assistant

Job Title: Financial Assistant

Reports to: Church Business Administrator

FLSA: Non-Exempt

Position Supervises: N/A

Employment Type:

Standard Hours: 32 hours per week

Salary Range: Negotiable

Position Type: Administrative

Brief summary: Assist with maintaining a high standard for the proper handling of financial inflow/outflow according to GAAP standards.

Key Responsibilities: Displays a love for God, loyalty to the church and the principles it has been founded on. Provides support to the church body in relation to the general administration of church financial policies, procedures and standards. Adheres to all church and department procedures.

PERFORMANCE EXPECTATIONS AND DUTIES:

1. Perform weekly check scanning for deposit of all offerings. Ensure that all information is accurately entered into the church database system.
2. Process all approved invoices for payment, including vouchering the invoices in QuickBooks, issue checks, obtain necessary signatures and ensure timely mailing of checks. File church copies of all documentation.
3. Perform bank reconciliation each month.
4. Reconcile quarterly 941s to the general ledger.
5. Issue annual giving statements in accordance with applicable law.
6. Receive cash and cash reports from auxiliaries. Make deposits as necessary.
7. Ensure the accuracy of QuickBooks information relative to Vendors, Employees and posted checks.

HR Rep:

Start Date:

Filled:

8. Serve as back up for telephones and church database entry as needed.

Skills/Qualifications/Experience:

- Must be dependable, available every Sunday morning and occasionally for evening meetings.
- Minimum 3 years of finance/accounting experience.
- Bachelor's degree in Business Administration or Finance preferred.
- Bookkeeping and understanding of budget and financial concepts.
- Excellent organizational, planning and problem solving skills.
- Strong communication skills.
- Ability to handle confidential matters.

Education/License/Certifications:

- Microsoft Office experience (particularly PowerPoint)
- Financial software experience a plus.

Physical Demands / Working Conditions: Sitting for extended periods of time, periodically squatting, bending or pulling, lifting of items up to 30 lbs.

Vacation: Not applicable per Employee Handbook.

Sick Time: Not applicable per Employee Handbook.

Employment At-Will: I understand employment is for no definite or determinable period can be terminated at any time, with or without cause or notice, at the option of either New Creation Church of San Diego or myself. I understand that no representative of New Creation Church of San Diego has any authority to enter into any agreement contrary to the foregoing.

Print Name: _____

Employee Signature: _____

Date: _____