

CARMEL BAPTIST CHURCH

Position Description

CBC - Finance Assistant

Ministry Area: Church Administration

Reports To: Financial Administrator

Supervises: n/a

FLSA: full-time, non-exempt

SUMMARY OF THE BASIC FUNCTION

Provides administrative support for the church by processing and maintaining records for accounts payable as well as other duties associated with the finance office of the church. Provides support for Human Resources as well.

GENERAL QUALIFICATIONS

Education: Must be a high school graduate with additional education in accounting. Bachelor's degree in business or accounting is preferred.

Experience: Must have at least 3 years experience in general bookkeeping, preferably in a church or non-profit organization. Additional experience in general office procedures is desired. Experience with ACS (church database) is preferred.

Skills: Must be proficient with spreadsheets, record keeping, and have an understanding of bookkeeping principles and procedures.

Physical Demands/Work Environment: Strong communication skills are essential. Must be able to sit at a desk and work on a computer for extended periods of time. Position also involves bending, stooping and lifting at least 25 pounds. Must be able to reach below waist level for filing.

Mental Requirements: Attention to detail, accuracy and mental concentration are necessary for performing many functions at one time and tolerating frequent disruptions. Must interact well with others and be able to enforce financial policies with grace and mercy.

SCOPE OF AUTHORITY

Position involves communication with church members and participants, vendors, and co-workers. Will be involved in the knowledge and discussion of confidential financial information and have access to personnel records and processes. Must be able to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Maintain all files related to accounts payable.
- Handle phone inquiries and/or staff questions related to accounts payable.
- Process/enter VISA transactions, maintain accounts on a weekly basis and pay the monthly statement.
- Assist with counting weekly offering and deposits.
- Fill in for Financial Administrator in his/her absence. Includes posting contributions, processing deposits and other duties as needed.
- Provide administrative support to Human Resources Director.
- Analyze incoming statements to ensure accounts are current and billing statements are correct. Communicate with vendors concerning questions about accounts.
- Ensure proper documentation and coding for check requests and reimbursements.
- Process accounts payable checks twice weekly and as needed. This involves posting, printing, and distributing and/or mailing payments. Also includes attaching documentation to the check stub and filing.
- Update and maintain vendor lists and process 1099 tax forms at year end.
- Process and post online contributions and deposits.
- Other duties as assigned.