

Financial Assistant Job Description
First Baptist Church
Lubbock, Texas, United States

STATUS: Full-Time 8:30 – 5:00 M-F

POSITION SUMMARY:

The role of the Financial Assistant is to perform daily accounting tasks that will support the Finance Department. The Financial Assistant's duties include processing Sunday offering, online giving, and contribution drafts. The financial assistant will also prepare payroll for processing, enter financial transactions into the internal database and spreadsheets, cash handling, bank deposits, accounts payable, monthly reports and reconciling of accounts. The Financial Assistant will work hand in hand with the Finance Director in all record keeping, collection and distribution of any funds of the church. The financial assistant will also review information for accuracy, maintain accurate records, and maintain confidentiality. Ultimately the Financial Assistant will help our Finance Department run smoothly while ensuring transparency and efficiency.

DUTIES:

The Financial Assistant is required to perform a range of duties including, but not limited to:

Review and Process Purchase Orders/Check Requests (weekly basis)

- Review and verify GL account numbers on PO/Check Requests, descriptions, and receipts with the Finance Director for the Business Administrator to approve on Wednesdays
- Enter credit card charges into a spreadsheet
- Check receipts and all related paperwork for errors
- Follow-up on missing receipts from the credit card statements
- Reconcile credit card statements each month

Giving Process (weekly basis)

- Count the offering every Monday with Finance Director
- Ensure that all counting, and deposit procedures are followed according to policy
- Ensure that contribution and deposit numbers balance according to standard accounting procedures for Finance Director to approve
- Create batches for each type of giving and accurately record the contributions received from the offering boxes and the mail
 - Balance contributions to the daily Contribution spreadsheet
 - Scan and deposit checks with Shelby Teller
 - Create deposit slips for cash
 - Import check file into Shelby Membership then merge with financials
 - Run reports from the internal database for Finance Director to approve
 - Pull Online Contributions on Friday, enter in the Contribution spreadsheet, then sync to financials for Finance Director to approve
- Give acknowledgement letter and memorial information to the Business Office Assistant for processing

Accounts Payable (weekly basis)

- Process invoices and check requests
 - Enter invoices/check requests into database
 - Print checks and give to appropriate check signers
 - Prepare checks for distribution and/or mailing
 - Invoice filing
 - Use proper tax coding for vendor 1099 processing
- Maintain Accounts Payable files
- Handle Vendor relations as it pertains to invoices/payment

Prepare and Process Payroll (salary twice a month and hourly bi-weekly)

Hourly Payroll:

- Pull hourly timesheets from Time Clock and verify reports for accuracy
- Enter payroll into Payroll Processing system and give the payroll edit report to the Finance Director for approval
- Distribute and mail payroll vouchers
- Update spreadsheets and prepare tax/bank transfer journal entries
- Save ACH files for the Finance Director to upload
- Process payroll taxes on EFTPS website

Salary Payroll:

- Add payroll changes to spreadsheet
- Enter payroll into Payroll Processing System and give payroll edit report to the Finance Director for approval
- Distribute and mail payroll vouchers
- Update spreadsheets and prepare tax/bank transfer journal entries
- Save ACH files for the Finance Director to upload
- Process payroll taxes on EFTPS website

Other

- Make journal entries when necessary
- Cover the Reception desk as needed
- Assist in Financial review of monthly financial reports
- Assist with Year-End tasks (Contribution Statements, Accounts Payable, Budget, Audit, 1099's, and W-2's)

ACCOUNTABILITY:

The Financial Assistant is accountable to the Finance Director and the Business Administrator for the performance of duties and responsibilities, and for personal conduct and compliance with Church policies and By-laws.

QUALIFICATIONS:

Personal

- A born-again believer in Jesus Christ who is committed to living in accordance with the Word of God.
- Excellent interpersonal skills, willing to learn, and ability to effectively communicate with all groups within the church.
- Conducts personal and professional life in an ethical and moral manner that is above approach.

Professional

- High school diploma
- 1 – 3 years of hands-on accounting experience required
- Payroll processing experience preferred
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Strong organizational skills and ability to keep on schedule
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Ability to multi-task in a sometimes fast paced environment
- Ability to listen and work well with a large variety of personalities
- Ability to maintain confidentiality in all matters
- Ability to be flexible and a team player