

**Accounting & Financial Records Assistant**  
FLSA Status: Non-Exempt  
Reports to Accounting Specialist  
Grade II (\$11-17 Based on experience and qualification)

## SUMMARY OF RESPONSIBILITIES

The Accounting & Financial Records Assistant supports accounting operations by preparing and reporting routine financial statements conforming to principles of accounting and regulatory requirements. Assists with processing weekly contributions and other revenue. The incumbent may be asked to perform other administrative duties on an as needed basis.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

## ESSENTIAL DUTIES

- Processes financials (revenue reports) (app. 35%)
  - Runs weekly contribution reports for all giving platforms
  - Formats, prints, files contribution reports & accounts receivable reports
  - Enters finalized totals in computer software
  - Completes monthly reconciliation of all giving
- Works with weekend Cashier volunteers to ensure cash drawers are counted and recorded properly. Assists as needed on the weekend or during special events as a cashier. (app. 20%)
- Processes monthly credit card statements (app. 25%)
  - Collects monthly credit card statements and essential documentation from NewSpring credit card holders
  - Reviews all documentation including statements, receipts, authorization forms for accuracy and compliance with NewSpring Credit Card Policy
  - Enters all purchases and credits into computer software
  - Submits entries to Accounting Specialist for review and finalization
- Processes weekly contributions (app. 15%)
  - Verifies contributions for entry
  - Scans checks & envelopes for entry into systems
  - Reviews, edits, matches contribution to households, and finalizes entries in contribution software.
  - Assists with preparing cash deposits for pick up each week as needed.
  - Assists with preparing and sending year-end tax statements to contributors
- Processes mission checks (app. 5%).
  - Processes monthly giving to missionaries including, verifying receipts from the previous month, verifying missionaries for payment with missions department, reviewing and compiling documentation, data entry of special giving from contributions, and finalizing invoices for payment.
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

## EDUCATION/TRAINING

- Proficiency in MS Excel and accounting packages is essential.
- College courses in accounting preferred.

## EXPERIENCE

- A minimum of 3-5 years' accounting experience.

## REQUIRED SKILLS

- Should possess good interpersonal and communication skills.
- Must be good at organizing and time management.
- Must have latitude and creativity.
- Must have good judgment, planning skills, and leadership traits.

## PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, standing, finger dexterity, talking and near vision.
- Must be able to lift 10-15 pounds.

## WORKING CONDITION

- 100% inside