

**Financial Reporting & Analysis Assistant**  
**FLSA Status: Non-Exempt**  
**Reports to Business Administrator**  
**Grade II (\$12.10-\$18.70 Based on experience and qualification)**

#### SUMMARY OF RESPONSIBILITIES

Under direct supervision, the Financial Reporting & Analysis Assistant supports accounting operations for NewSpring Church. Assists with reporting and financial analysis.

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

- Assists with preparing financial reports. (app. 20%)
- Provides financial analysis on NewSpring Store and NewSpring Coffee Company reporting; analyzing results, monitoring variances, identifying trends, recommending actions to Business Administrator. (app. 10%)
- Processes weekly contributions. (app. 20%)
- Reviews revenue and payment coding for accuracy. (app. 10%)
- Assists with weekend accounting responsibilities including assisting as a cashier during the weekend services as needed. (app. 25%)
- Assists Business Administrator with weekly tasks. (app. 15%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

#### EDUCATION/TRAINING

- Accounting degree or pursuit of accounting degree preferred.

#### EXPERIENCE

- A minimum of 2-3 years of accounting experience.

#### REQUIRED SKILLS

- Excellent analytical and critical thinking skills and the ability to translate analytical findings into actionable solutions.
- Proficient computer skills—comfortable accessing information and using programs on multiple operating systems.
- Proficiency in Microsoft Excel with the ability to quickly learn accounting software application.
- Solid demonstration of finance and accounting processes and best practices.
- Detail-oriented.
- Organizational and time management skills.

## PHYSICAL DEMANDS

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

- Occasionally ascend and descend stairs and/or ramps.
- Frequently remain in a stationary position for prolonged periods.
- Frequently view and operate technological devices, including but not limited to cash registers, computers, phones, and printers.
- Communicate verbally with others to exchange information.
- Frequently move self in different positions to accomplish tasks.
- Frequently accomplish tasks using near field of vision.
- Occasionally lift, carry, and move up to 15 pounds.
- Occasionally observe and monitor environment from long distances.

## WORKING CONDITION

- 100% inside