



**JOB DESCRIPTION**  
**FINANCE ASSISTANT**  
Campus: Medina East

**Ministry Area:** Administration

**Ministry Position:** Finance Assistant

**Time commitment:** 10 hours per week, part-time non-exempt hourly

**Reports to:** Monika Kirbawy, Controller

**Position Overview**

The Finance Assistant is a part-time position providing accounting, fiscal reporting and administrative support for the Grace Church Finance Department.

**Essential Job Functions**

- Collect, review and ready invoices for Accounting Manager to review and approve.
- Cut weekly checks, run accompanying reports, coordinate with check signer and mail.
- Provide account and project detail as requested from ministry leaders.
- Prepare and distribute monthly credit card statements to staff and upload completed statements to accounting system.
- Record weekly campus deposits received through the office and weekend offering.
- Finance and budget report preparation and dissemination, assisting with monthly budget reporting for staff.
- Maintain current filing and store or shred information per document retention.
- Work with ministries for pre-event/trip budgeting to help set a cost. Help develop event/trip budgets, assist with tracking of amounts past-due, and provide post-trip reconciliation.
- Process all payments received for events/trips received through the Office or through weekend collections. Work with ministry leaders for payments tracked through church management software.
- Assist with developing and scheduling Counting Team volunteers
- Other miscellaneous duties as assigned by Controller.

**Technical Requirements:**

- Proficient with Excel, MS Word and Office (including Outlook)
- Confidence in use of technology
- Willingness to learn website updating and maintenance; GracelINK, Square, Financial Edge, etc.
- Acute attention to detail

**Sensitive Information Disclosure**

- Contributions

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## **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

## **General Requirements**

- A committed and faithful attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured by**

- 30/60/90-day new hire review and Annual Review given by Controller.
- Input from staff, leaders, and volunteers.