

JOB DESCRIPTION

Finance Assistant

Campus: Grace Church of Greater Akron



Ministry Area: Administration/Finance

Ministry Position: Finance Assistant

Time commitment: 25 hrs/wk; part-time, hourly non- exempt status

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. This position focuses on the development of event, mission trip, and special project budgets, along with the accompanying payment and expense tracking and reconciliation for our Bath, Medina East, Ellet, and Georgia campuses. This position also includes up to 10 hours of on-site support for our Medina East Campus.

Essential Job Functions

- Work with ministries for pre-event/trip budgeting. 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.
- Provide account and project detail as requested from ministry leaders.
- Help Accounting Manager maintain a campus specific capital/special project list.
- Coordinate and communicate capital/special project budgets.
- Receive and assist with General Ledger account transfers to adjust errors, balance accounts, etc.
- Maintain current filing and store or shred information per document retention.
- Other miscellaneous duties as assigned by Accounting Manager.

Essential Job Functions Specific to Medina East Campus

- Collect, review, and ready Medina East invoices for Accounting Manager to review and approve.
- Cut weekly checks, run accompanying reports, coordinate with check signer and mail as needed.
- Prepare and distribute monthly credit card statements to Medina East staff and upload completed statements to accounting system.
- Record weekly campus deposits for Medina East Campus received through the office and weekend offering.
- Finance and budget report preparation and dissemination, assisting with monthly budget reporting for Medina East staff.
- Assist with preparation of annual ministry operating budget for Medina East Campus.
- Assist with developing and scheduling Medina East Counting Team volunteers.
- Prepare Donor acknowledgement letters and year-end contribution statements and any other Finance Department correspondence for Medina East Campus.
- Provide online giving support for Medina East Campus.

Sensitive Information Disclosure

- Contributions

Technical Requirements

- Proficient with Excel, MS Word, and Office (including Outlook)
- Confidence in use of technology.
- Willingness to learn website updating and maintenance; Church Management Database, Point of Sale System, Accounting System, etc.
- Acute attention to detail.

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

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Have attended or is in the process of attending the campus introduction classes to complete within 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.
- 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).
- Has a heart focused on ministry, not just a job.
- Can keep confidences and work within a team environment.
- 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.
- Can maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

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