



Job Title: Financial Assistant/Analyst
Status: Part-Time (20-25 hours)
Supervisor Title: Exec Director of Administration

Job Summary

The role of Financial Assistant/Analyst is to assist the Finance team in the maintenance of accurate bookkeeping on all tithes/offerings, ministry accounts, bill pay, operating expenses and all other financial matters related to the church's financial records. This position will also be responsible for creating, tracking and maintaining various figures/numbers including membership, member engagement, financial, etc. and displaying information in dashboards and various reports.

Primary Responsibilities

- Assist in tracking and entering tithes and offerings weekly; may assist or observe counting or disbursement of funds; may assist in accounts payable work efforts
- Assist in creating and distributing monthly financial reports
- Assist with annual budgeting process; creating trend analysis of historical line item expenses, percentage changes
- Assist in review the church budget and actual expense understanding variance analysis; providing suggestions for over budget areas to return to budget plans
- Create and maintain various analytical dashboards and reports providing written and verbal summaries, analyses and conclusions.
- All other duties as assigned by Executive Team

Minimum Qualifications and Skills

- High School Diploma or GED equivalent
- Solid working proficiency in Microsoft Office applications with primary emphasis on Word, Excel and PowerPoint
- Strong analytical mindset with attention to detail and critical thinking

Preferred Qualifications and Skills

- Experience in finance and/or accounting; experience with QuickBooks a plus
- Some college or Associates degree; Excel and PowerPoint certifications

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Know and embody the church leadership behaviors.
- Exalt God, Engage the Culture, and Enrich the Christ follower on a personal level.