



## POSITION DESCRIPTION ACCOUNTING ASSISTANT - ELECTRONIC

<b>Approved:</b> 11 October 2021 <b>IRS Worker Classification:</b> Employee <b>FLSA Classification:</b> Non-exempt	<b>WSFC Employment Category:</b> Regular, Part-Time – 16 hours/week <b>WSFC Staff Category:</b> Support Staff <b>WSFC Ministerial Licensure:</b> N/A <b>WSFC Hiring Approval Level:</b> Church Administrator
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### SUMMARY

The part-time (16 hours per week), non-exempt Accounting Assistant – Electronic serves West Shore Free Church by providing administrative and accounting support to our finance ministry, particularly with electronic transactions. General duties include: financial accounts recording, review and reconciliation; contact of donors and vendors regarding various account transactions; and conducting various account electronic payments and data evaluation.

### QUALIFICATIONS

#### Ministry Specific

- Prior accounting or bookkeeping experience preferred (prior church finance experience a plus)
- Willing and able to safeguard sensitive information
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database and accounting software, online files and documents)
- Associates or Bachelor's degree preferred. Applicants with appropriate life and work experience will also be considered.

#### Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible (vital) and growing personal faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



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### **RESPONSIBILITIES**

- Record and reconcile electronic banking and giving system transactions
- Record journal entries in church financial system
- Reconcile credit card accounts
- Reconcile and enter various cost allocations
- Contact outstanding checks
- Perform quarterly project reconciliations
- Perform quarterly bank fee analysis
- Perform quarterly expense allocations
- Conduct bi-monthly recurring giving analysis
- Conduct bi-monthly vehicle mileage and cost allocation reports
- Provide backup coverage for other accounting tasks – contributions, other income, accounts payable
- Perform various financial analyses as needed
- Affirms and encourages co-workers and volunteers
- Offers honest feedback and constructive recommendations when needed
- Provide general office support as needed

### **REPORTING RELATIONSHIPS**

The Accounting Assistant – Electronic serves under the general authority of the WSFC Elder Board and reports to the Controller. The position also works collaboratively with staff and volunteers to meet WSFC goals.

### **WORKING ENVIRONMENT**

Limited physical activity. Primarily works in an office environment. Work is generally expected to be accomplished on-site, Monday through Wednesday, during core business hours.