



**POSITION DESCRIPTION
ACCOUNTING ASSISTANT -
ELECTRONIC**

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

The Accounting Assistant – Electronic serves West Shore Free Church (WSFC) 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 related 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.