



## POSITION DESCRIPTION ACCOUNTING ASSISTANT

<b>Approved:</b> 08 April 2025 <b>IRS Worker Classification:</b> Employee <b>FLSA Classification:</b> Non-exempt <b>WSFC Ministerial Licensure:</b> N/A	<b>WSFC Employment Category:</b> Regular, Part-Time –25-30 hours/week <b>WSFC Staff Category:</b> Support Staff <b>WSFC Hiring Approval Level:</b> Church Administrator
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### SUMMARY

The Accounting Assistant serves West Shore Free Church (WSFC) by providing administrative and accounting support to our finance ministry. General duties include: contributions and other income recording and reporting; processing and paying invoices, expense reimbursements and credit card statements; non-employee compensation reporting; contact of donors and vendors regarding various account transactions; and support of our church software/database.

### 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, details 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 personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision, Mission, Strategies and Values, 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 giving, stock gifts and other income transactions
- Record journal entries in church financial system
- Reconcile and pay credit card statements
- Process and pay accounts payable items (including recurring monthly and quarterly missionary or ministry partner support)
- Set up and support mission trips and pledges
- Capture, enter and pay for counseling ministry transactions (including benevolence and monthly oversight fees)
- Produce, validate and distribute year-end contribution statements
- Produce and support year-end regulatory reporting (1099s) for non-employee compensation
- Oversee and manage the provision of petty cash for church-wide and women's ministry childcare, trip advances and staff petty cash fund
- Recruit, train and manage volunteer counters for contributions and other income
- Provide SPoC (single point of contact) support for church management database and software
- Provide backup coverage for other accounting tasks – electronic contributions
- File all applicable financial records in accordance with record retention guidelines
- Perform various financial analyses and reporting as needed
- Maintain/support postage meter, meter funding and rate changes
- Prepare and deliver weekly cash deposits to the bank
- Scan checks for electronic deposit to bank
- Affirm and encourage co-workers and volunteers
- Offer honest feedback and constructive recommendations when needed
- Engage in periodic Finance Team and staff meetings
- Fulfill additional responsibilities as assigned

### **REPORTING RELATIONSHIPS**

The Accounting Assistant 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.