



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

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)
- Associate 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 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.

RESPONSIBILITIES



- Record and reconcile electronic giving and event payment transactions
- Record journal entries in church financial system
- Record reoccurring EFT A/P Entries
- Record banking interest, fees, and credit card rewards
- Reconcile bank fees related to electronic giving and payments
- Reconcile and enter various monthly, bi-monthly, and quarterly cost allocations (events, copiers, postage, coffee, and mileage and tolls)
- Reconcile bank statements monthly
- Reconcile deferred revenue
- Contact vendors regarding outstanding checks
- Perform quarterly project reconciliations
- Perform quarterly bank fee analysis
- Perform various financial analyses as needed
- Update church online giving site as needed
- Prepare commemorative and stock letters
- Provide financial details to specific ministries as needed
- Scan, upload, and file A/P and credit card backup
- Provide backup coverage for other accounting tasks – contributions, other income, accounts payable
- 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.