

Financial Assistant

Grove Presbyterian Church

The Financial Assistant for Grove Presbyterian Church administers the financial activities of the church as assigned by the pastor and officers of the church. This position requires excellent bookkeeping and accounting skills and practices, as well as communication and technology skills. The successful assistant will be an organized self-starter able to multi-task. He/she will work to facilitate church business in a team atmosphere with a commitment to confidentiality. This is a part time position not to exceed 350 hours annually with the Financial Assistant setting a work schedule as appropriate to accomplishing necessary tasks in a timely manner. Work will be completed at the Grove Presbyterian Church office. This position does not include any benefits or paid time off.

Minimum qualifications: High School graduate with at least two years experience in financial accounting services. Operational knowledge of financial management software, MS Office, Excel.

Responsibilities include:

1. Manage all finances of the church including member contribution records, bank accounts, accounts payable, payroll, and financial/statistical reports.
2. Work closely with the church treasurer, financial committees and staff in maintaining appropriate financial procedures, budget planning and control.
3. Maintain financial ledgers including Accounts Payable, Payroll, and General Ledger.
4. Complete weekly bank deposits.
5. Obtain needed signatures for checks.
6. Mail or distribute completed checks.
7. Complete monthly, quarterly and annual payroll tax records and distribute as appropriate
8. Prepare monthly treasurer and finance committee reports
9. Reconcile bank and investment accounts monthly
10. Maintain all fund records
11. Maintain stewardship records and prepare mailings related to stewardship
12. Communicate member contribution totals biannually
13. Complete yearly financial records as required by law and make available for review

Office Team Member duties

1. Participate in training as necessary
2. Work in conjunction with the Grove Administrative Assistant
3. Other duties as assigned