

# Contribution Records and Accounting Assistant

## Job Description

### **Qualifications:**

The qualifications are first and foremost a heart for the ministry within the local church. This person must possess the qualities of life and practice that demonstrate spiritual maturity. They must desire to use their spiritual gifting in the body life of the church. This position requires a minimum of a Bachelor Degree and some financial experience is preferred.

### **General Description:**

The Contribution Records & Finance Assistant is a member of the Support staff reporting to the Church Administrator to assist him with the data entry and maintenance of the contribution records to include, on-line giving and overseeing the tellers. They are to assist the Financial Accounts Manager in basic accounting with accounts payable, payroll, and assisting the staff with their financial inquiries and budgets. They are to be a good steward of what our Lord provided for us by maintaining accurate contribution records and assisting with our church finances.

### **General Expectations:**

- Meets the scriptural requirements of a deacon (1 Timothy 3: 8-13).
- Maintains daily devotional life of prayer, Bible study and Scripture memory.
- Attends regular Ministry Operations staff meeting.
- Meets regularly with the Church Administrator to review weekly contributions.
- Participates in a Small Group.

### **Mission & Purpose:**

To maximize the usefulness of our resources through gifted, empowered servants, operating effective and efficient systems of support with integrity.

### **Specific Responsibilities:**

- **Contributions** – Responsible for posting all of our income for our designated and undesignated account.
- **Assist tellers** with forms, supplies and records.
- **On-Line Contributions** Able to pull the on-line giving reports for the tellers from the files.
- **Reports** – Provide and maintain income reports
- **Assist Account Manager** – Cross train with our Finance Accounts Manager to assist in basic accounting with Account Payable and Payroll when necessary

### **Wages:**

Approximately 10 hours a week: Compensation in keeping with our salary guidelines