

Williamson's Chapel United Methodist Church

POSITION: Finance & Administrative Assistant

REPORTS TO: Financial Administrator

JOB CLASSIFICATION: Hourly (Non-Exempt); Part-Time

HOURS: Hours may vary from week to week based on processing/reporting needs and administrative support needs but should average 25 hours per week. Proposed schedule to meet work needs is Monday 8:00 AM – 2:00 PM (5-1/2 hour day with a 30-minute lunch break), Wednesday 8:30 AM – 2:30 PM (5-1/2 hour day with a 30-minute lunch break), and Tuesday & Thursday 8:30 AM – 4:00 PM (7 hours each day with a 30-minute lunch break).

JOB RESPONSIBILITIES:

Every member of the Williamson's Chapel Ministry team will resource and empower the laity for ministry, and facilitate the success of clergy, staff and laity in fulfilling our shared mission.

In addition, the Finance & Administrative Assistant will support the Financial Administrator in various bookkeeping and administrative needs (with a focus on Accounts Payable and CCB system support) and will resource the office through front-office coverage and other administrative & equipment maintenance needs. Primary responsibilities include the following:

Process Payments & Refunds for Williamson's Chapel and the Preschool

- > Prepare, enter, print, mail, and file weekly payments of invoices and reimbursement requests.
- > Verify payments made for refund requests, and process refund payments.
- > Coordinate submission of receipts for all credit card payments.
- > Track payments eligible for sales tax refund semi-annual filings.

Provide Finance, Office, and Staff Support

- > Participate in Full Staff Meetings (dates can vary, but normally 1st and 3rd Mondays).
- > Set up for and participate in the weekly counting process as needed.
- > Prepare bulletins for weekly and special worship services.
- > Run monthly Budget to Actual comparative reports and distribute to ministry leaders (after 3rd Sunday each month).
- > Provide administrative support to the Finance Team for various mailings, copies, and filings (Giving Stmts, 1099s, etc).
- > Provide support on key CCB system functionality (Events, Forms, Duplicates, MailMerges, Calendar, EmailBounces, etc).
- > Work with volunteers to provide coverage for front desk, office phone calls & visitors, and daily distribution of mail.
- > Ensure functionality of office equipment (Copiers & Other Equipment: Postage, NameTag, CreditCard, Folding, Fax, etc).
- > Assist with updates of procedures and workflow documentation as needed.
- > Assist with special projects or research as needed for various staff members.

Provide Back-Up Support for Key Financial Processes

- > Cross-train and provide back-up support for remote deposit scanning and CCB imports & matching of gifts to donors.
- > Cross-train and provide back-up support for acknowledgement & notification letters.
- > Cross-train and provide back-up support for preparation of bulletins for funerals.

All of the above is subject to change, based upon the needs of the Church.

QUALIFICATIONS:

Required: High School Diploma/ GED Equivalent; 3-5 years of related work experience (bookkeeping & administration)
Preferred: Associates/Bachelor's Degree in Business/Accounting; work experience in accounts payable, non-profit/church accounting, and other online processing systems and databases

CAPABILITIES:

Detail-oriented and ability to maintain a high level of confidentiality
Proficient with QuickBooks or similar system, Microsoft Excel/Word/Publisher, and database systems (CCB)
Strong interpersonal, written communication, and verbal communication skills
Ability to independently manage workload, multi-task, prioritize, and adjust to change