

# 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 administrative support needs & processing/reporting needs, but should average up to 20 hours per week.

JOB RESPONSIBILITIES: The Finance & Administrative Assistant will support the Financial Administrator in various administrative, bookkeeping, and reporting needs.

Weekly and monthly responsibilities include, but are not limited to:

- Participate in Full Staff Meetings (dates can vary, but normally the first and third Mondays of the month).
- Prepare, enter, print, mail, and file weekly payments of invoices and reimbursement requests using QuickBooks accounting (payables) systems.
- Track payments eligible for sales tax refund weekly, and prepare worksheet for semi-annual sales tax refund filings.
- Set up and participate in the weekly counting process as needed.
- Run reports for Budget to Actual comparatives and Special Ministry Funds
- Provide administrative support to the Financial Administrator for various mailings, copies, and filings.
- Provide coverage for front desk and office phone as needed.
- Cross-train on scanning for remote deposit, and other relevant financial processes, including CCB use, as time permits.
- Cross-train on memorials, honorariums, and quarterly giving statement notifications/mailings, as needed.
- Cross-train on preparation of bulletins for use in worship and funerals, using MicroSoft Publisher, to serve as back-up as needed.

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

QUALIFICATIONS: **Required:** High School Diploma or GED Equivalent with 3-5 years of related work experience. Associates/Bachelor's Degree in Business/Accounting preferred. Work experience in accounts payable, non-profit/church accounting, and other online processing systems, a plus.

CAPABILITIES:

1. Detail-oriented and ability to maintain a high level of confidentiality.
2. Proficient with QuickBooks or similar system, and Microsoft Excel, Word, and Publisher.
3. Strong interpersonal, written, and verbal communication skills.
4. Ability to independently manage workload, multi-task, prioritize, and adjust to change.