

## Accounting Assistant

Part-time, non-exempt, 20 hours per week, accountable to Business Manager

### OVERVIEW:

The Accounting Assistant supports the financial operations of the church by maintaining accurate records, processing payroll and donations, and assisting with reporting and budget tracking. This role ensures strong financial stewardship in alignment with the mission and values of the church.

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### RESPONSIBILITIES:

#### Recordkeeping & Financial Processing.

Maintain accurate and timely records for:

- Accounts payable and receivable
- Payroll (bi-monthly, via Paychex)
- General ledger entries
- Bank account activity and reconciliations
- Monthly income statements and balance sheets
- Individual contribution records and quarterly giving statements

#### Accounts Payable & Receivable.

- Verify all bills, input data, prepare checks, mail checks. Communicate with vendors regarding any account concerns. Do research for duplications or discrepancies.
- Credit Card statements: manage statements and expense reports. Ensure data that is entered into accounting software is accurate and follows current policies for credit cards.
- Prepare and support weekly bank deposits processed
- Record and acknowledge donations, including special gifts
- Maintain accurate donor records for reporting and communication
- Record any Stipe deposits into the accounting software

#### Payroll.

- Support the process payroll bi-monthly using Paychex
- Review & monitor timekeeping data and coordinate employee changes
- Support administration of employee benefit records, such as health insurance and workers' comp

#### Reporting & Budget Support.

- Assist with preparation and distribution of monthly financial reports for church leadership
- Maintain monthly budget notes and assist in budget tracking under direction of the Executive Pastor
- Assist with yearly tax & fiscal year end reporting and documentation

#### Other support tasks.

- Work closely with the Executive Pastor, Business Director and staff on financial matters
- Provide support during budget season and other seasonal financial cycles
- Perform other administrative or accounting-related duties as assigned
- File prior year data

#### REQUIREMENTS.

- Position demands a high level of trust and confidence; possessed of a integrity in character.
- Strong interpersonal and communication skills, both verbal and written.
- Strong attention to detail and organizational skills
- Experience with accounting software (Paychex, QuickBooks, or similar) and Microsoft Excel
- Ability to multi-task and work independently and as part of a team. Ability to communicate and collaborate with staff, volunteers and donors.
- Works well with others, resolves conflict effectively and provides feedback constructively. Enjoys working in a ministry-focused, team-based environment. Ability to consistently present a positive attitude and contribute to a harmonious team environment with enthusiasm and energy.
- Familiarity with church or nonprofit accounting is a plus
- Business or Finance degree, or on way to business degree is a plus
- Willingness to become a member (or dual member) of ENCOUNTER
- Fully agrees with and supports church By-Laws, Statement of Faith, mission, and vision.
- The role is **not** eligible for full time benefits but is eligible for our 20+ hours a week paid time off structure.

#### Pay Range.

- \$22.00 - \$25.00 per hour