



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Accounting Assistant

EFFECTIVE/REVISED: January 1, 2020

SUPERVISOR'S TITLE: Accounting Manager

DIV/DEPT: Accounting

CAMPUS: Campus

Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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01. Summary of Position:

The Accounting Assistant works with the Accounting team and will be responsible for assisting the Accounting Manager through assisting with processing Accounts Payable, handling donor transactions and reporting, assist with period-end closing, and overall support in a multi-site, fund accounting environment

02. Supervisory Responsibilities:

- Assists with supervising volunteers within the Accounting Department of the church

03. Duties and Responsibilities:

- Assist with Donor Contributions
- Accurately process donor contributions and quarterly statements
- Assist with accounts payable across funds, including vendor invoices, expense reimbursements, etc.
- Reconcile multiple bank statements
- Create and maintain financial reports as required
- Assist in compiling and maintaining budgets for multiple funds
- Perform timely month-end close processes including creating and entering journal entries, and maintaining schedules
- Review monthly expense reports
- Prepare schedules for annual audit as required
- Cross-train with and assist other accounting staff

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others
- Must be a member of Eastside Christian Church, having been baptized by immersion
- Experience in Excel, Word, Google Docs, and ten-key-intermediate to high proficiency preferred
- Must possess solid written and verbal communication skills
- Must possess the ability to interact and respond professionally to inquiries and/or complaints from donors, vendors, coworkers, and management
- Must be able to handle sensitive information with the highest degree of confidentiality
- Prefer an Associates Degree from an accredited university plus at least 2 years of related experience, preferably in a church or non-profit setting, or equivalent combination of education and experience
- Special Requirements/ training/ additional qualifications:
 - Business writing skills preferred
 - Knowledge of current U.S. GAAP regulations
 - Hold a “How can I help?” attitude

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- Job description should be reviewed at least annually with the position’s supervisor.
- Job performance will be reviewed along with semi-annual 6x6 goals at least annually with the position’s supervisor
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team

06. Physical Demands & Work Environment:

- Must be able to occasionally lift and / or move up to or more than 25 pounds
- Frequently sitting with occasional standing and walking
- Frequently needs to utilize hand and finger dexterity for computer work and views computer screen for majority of day

We concur with this Job Description.

Staff Member

Supervisor

Date