

JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Accounting Assistant

EFFECTIVE/REVISED: May 13, 2026

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 type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> PART TIME	WEEKLY HOURS: 16-20
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1. Summary of Position:

The Accounting Assistant supports the Accounting Manager and Accounting team by assisting with accounts payable as needed, handling donor transactions and reporting, completing monthly bank reconciliations, assisting with period-end close, and providing overall support in a multi-site fund accounting environment.

2. Duties and Responsibilities:

- Assist with Donor Contributions
- Accurately process donor contributions and quarterly statements
- Assist with accounts payable when needed
- Reconcile multiple bank statements
- Create and maintain financial reports as required
- 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.

3. 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 at least 2 years of related experience, preferably in a church or non-profit setting, or another office setting

Special Requirements/ training/ additional qualifications:

Business writing skills preferred

Knowledge of current U.S. GAAP regulations

Hold a "How can I help?" attitude

4. 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

5. 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