

JOB DESCRIPTION



An Equal Opportunity Employer

JOB TITLE	Level	FLSA
Financial Assistant/Payroll Practitioner (Entry Level)	7	Non-Exempt
REPORTS TO	DATE WRITTEN	REASON
DIRECTOR OF BUSINESS MANAGEMENT ("DBM")	10-17-2017	UPDATE

GENERAL SUMMARY (What is done & Why)

Financial Assistant/Payroll Practitioner is responsible for the maintaining of the contributions, including processing, entering and filing. The position will also assist in maintaining the financial office with payroll and clerical needs. Confidentiality is a high priority in this position.

PRINCIPAL DUTIES & RESPONSIBILITIES (Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

Provide Assistance to DBM, including:

- Maintain contribution records with oversight
- Entry only of deposits – twice week
- Entry only of online deposits – daily
(DBM will review, approve and prepare Journal Entries)
- Cash deposits prepared, processed and deposited
- Pivotal and Sage monthly posting
- Coordinate with DBM and Senior Pastor for property and workers' compensation insurance activity
- Fill in for Accounts Payable as needed
- Initial processing of bank reconciliations as directed
- Letter preparation as directed
- Copying of financials monthly as directed
- HR clerical duties-files, forms and updates
- Update and display employment posters in 3 areas
- Payroll new hire packets prepared and maintained
- Time Clock fingerprinting
- Prepare employee and security badges
- Accept duties as assigned by DBM and assist as needed
- Supply orders for office supplies and coffees
- File room maintenance

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KNOWLEDGE, SKILLS & ABILITIES (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Requirements:

- High School Diploma
- Ability to complete tasks accurately, on time, and with excellence
- Experience in Bookkeeping or Accounting
- Adequate organizational, interpersonal, and written communication skills
- Basic computer skills using Microsoft Office Suite 2016

Preferences:

- Accounting or Business Degree
- Database input

WORKING CONDITIONS (Typical working conditions associated with this type of work and environmental hazards, if any, which may be encountered in performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is normally performed in a climate controlled environment. While performing the duties of this job, the employee is not exposed to fumes or airborne particles. The noise level in the work environment is a normal office level and not loud.

PHYSICAL DEMANDS (The physical effort generally associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee may need to lift up to 25lbs.

WORKING RELATIONSHIPS/CONTACTS (Positions with which incumbent has contact and the reason. Peers are employees with similar authority and decision making responsibilities who may or may not report to the same manager.)

1. Work directly under the supervision of the Director of Business Management
2. Responsible to the Business Administrator and Senior Pastor as heads of the Staff
3. Responsible to the Personnel Committee as covered in the Personnel Committee duties.