

Bookkeeper/Ministry Assistant

Description:

The Bookkeeper/Ministry Assistant is an integral part of the Ashley River church staff. Reporting directly to the Senior Pastor, our Bookkeeper/Ministry Assistant is responsible for all financial aspects of the church, member records, and other administrative duties as required. They are responsible for the development, implementation, and execution of the annual church budget, recording contributions, accounts payable, payroll, human resource files, and preparation of all reports and statements. In addition, they are responsible for maintaining the church's membership software system.

Duties: The Bookkeeper/Ministry Assistant will:

- Work with Staff and Finance Committee to develop and implement the annual budget.
- Record weekly contributions via Pushpay software system, including assigning codes to monies received, balancing all entry postings, and handling inquiries from contributors.
- Process weekly payables, prepare checks and allocate expenses to appropriate line items, enter invoices via Intuit EasyACCT software system, prepare checks for signing by Treasurer/Assistant Treasurer, maintain payable records, and process designated account disbursements.
- Process bi-weekly payroll via Intuit EasyACCT payroll software system, maintain personnel data files, pay Federal/State withholdings, maintain payroll reports, and maintain daily cash flow spreadsheet.
- Maintain secure personnel files for all employees and maintain documentation on vacations, sick days, and other personnel-related items.
- Prepare and generate all monthly financial reports (Balance Sheet and analysis of revenues and expenses), Treasurer's report (cash flow, receipts/disbursements), member attendance statistics, and annual contribution statements.
- Liaison with the Treasurer, as well as the Finance, Personnel, Properties, and Audit Committees.
- Maintain all membership records via Church Community Builder (CCB) software system, including worship and Sunday School attendance, service roles, and contact information.
- Remain current on latest accounting best practices.
- Annually review and update as needed the church financial policies and procedures.
- Assist other staff members and church members as needed.

Qualifications:

Education and/or Experience:

- Associates Degree or Bachelor's Degree preferred.
- Previous experience in bookkeeping and software systems.
- Is proficient with all Microsoft programs, including Word, Excel, PowerPoint, and Publisher

Knowledge, Skills, and Abilities:

- Is a born-again believer in Jesus Christ who demonstrates and incorporates the principles of the Christian faith in his/her daily life.
- Assumes accountability for work performed.
- Demonstrates tact and diplomacy when working with a wide variety of individuals and personalities in responding to the needs and questions of the congregation.
- Executes oral and written instructions with initiative and sound judgment in a biblical manner.
- Communicates and works positively and effectively with all Pastoral Staff, Support staff, volunteers, and ARBC members.

Apply: Please send cover letter, resume, and 3 references to Annalee at info@ashleyriverchurch.org