

# Westminster Presbyterian Church

## Job Description

<b>Job Title</b>	Financial Assistant
<b>Department</b>	Finance
<b>Reports To</b>	Director of Finance
<b>Date</b>	4/30/2024

**Overall Responsibility**

Assist and backup to the Director of Finance in Accounts Payable, Deposits, Payroll and Financial Reporting.

**Key Tasks and Responsibilities**

The Financial Assistant will manage the following duties and support the Director of Finance as tasks arise and priorities change.

**DAILY**

- Pick up/sort/distribute mail from the locked mailbox
- Log and secure all non-standard contributions
- Prepare GL entries for credit card and ACH transactions

**WEEKLY**

- Record member contributions in church software and prepare deposit and GL entries
- Make church deposits
- Prepare accounts payable for review and mailing
- Maintain filing for invoices and outreach payments

**SEMI-MONTHLY**

- Review electronic timecards and prepare Payroll for semi-monthly processing
- Calculate chargeback and Preschool and Thrift bank transfers
- Prepare corresponding payroll entries in GL

**MONTHLY**

- Prepare and reconcile Thrift Shop activity
- Assist Finance Director in compiling monthly financial reports
- Analysis of GL and Giving, as needed

**QUARTERLY**

- Create contribution statements and email/mail to membership
- Assist in bulk mailing as needed

**ANNUALLY**

- Order/mail/distribute giving envelopes
- Compile lists and mailings for Annual Stewardship Campaign to membership
- Post annual pledges in church software
- Set up paper & electronic file folders for the coming year, as needed
- Archive paper documents as needed

**MISCELLANEOUS**

- Coordinate, post registrations and payments for Events
- Draft correspondence to members and donors, as required
- Special Projects, as needed

**Education/Experience**

- Candidate must have a financial background and/or minimum of two years' bookkeeping experience.

**Approvals**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_