

Christ Episcopal Church

New Bern, NC

Position Description

Position Title

The title for this position shall be: Finance Assistant

FLSA Status

The Finance Assistant shall be a non-exempt (hourly) position.

Position Status

The Finance Assistant shall be a part-time position. The person shall work approximately 20 - 25 (twenty to twenty-five) hours per week.

Reporting Relationship

The position shall report to and receive direct supervision from the Christ Church Director of Church Life. Direct supervision shall include determining and scheduling hours of work. Possible hours: Monday – Friday 9 – 2pm. Total of up to 25 hours per week.

Position Summary

At the direction of the Director of Church Life, the Finance Assistant shall:

- Assist with day-to-day financial tasks and play an integral role in maintaining account information at Christ Church.
- Enter Financial data into accounting database platform such as ACS Realm, Vanco payment processing, etc., and perform general bookkeeping tasks.
- Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic, are required
- Must show willingness to exercise confidentiality associated with church-related work.

Duties and Responsibilities

At the direction of the Christ Church Director of Church Life, the Finance Assistant shall be responsible for, but not limited to, the tasks below:

Reporting

1. Manage data, records, and reports by checking for errors and verifying accuracy of information
2. Prepare Monthly and Year to Date financial statements and reports, including balance sheets and treasurers' reports
3. Attend all finance committee meetings
4. Assist with audits as necessary
5. Adhere to current accounting/finance laws and regulations
6. Generate regular reports with accounting software
7. Post daily transactions in ACS Realm and updating financial spreadsheets.

Accounts Payable

1. Prepare receipts, checks, vouchers, invoices, etc.
2. Update and maintain financial records
3. Check and scrutinize invoices for accuracy.
4. Verify credit card reports against merchant and receipts.
5. Collect vendor information including but not limited to W-9

Payroll and Benefits

1. Calculate and process biweekly payroll
2. Review and process timecards
3. Prepare year end and other tax documents such as W-2, 1099, W-3 etc.
4. Quarterly filing of IRS form 941 and NC-5 Taxes
5. Track Clergy Compensation including SECA and Clergy housing compensation
6. Process employee benefits, including Health Care Insurance, dental and vision care, including eligibility and premium payments.
7. Manage and prepare payments for Employee pension program such as 403b (currently with Fidelity)
8. Manage Employee Roster in the Church Pension platform

Accounts Receivable

1. Track and enter church member pledges and payments
2. Prepare reports for the Stewardship committee as related to the annual giving campaign.
3. Prepare quarterly pledge payment statements as needed.
4. Assist with the collection and management of pledge account balances.
5. Investigate and resolve any client account discrepancies.
6. Process and reconcile bank deposits.
7. Prepare Bi-annual sales tax refund for State of North Carolina refund

Budget

1. Assist in creating and setting budgets
2. Assist in monthly budget tracking and reporting

Other Duties

1. As needed, answering incoming telephone lines, directing to proper persons, giving out information.
2. Welcome church members in a warm and friendly manner, answer any questions they have and connect them with the appropriate person.
3. Attend staff meetings scheduled by the Rector or the Director of Church Life.
4. Be self-directed and seek out tasks to be completed as needed
5. Independently prioritize daily tasks and responsibilities
6. Assist the Director of Church Life/Clergy in performing other special projects.

Qualifications and Skills

The Finance Assistant shall possess experience working in a professional services office environment. Work experience in a not-for-profit and/or religious institution setting shall be preferred. Specific qualifications shall include:

1. Associate's or bachelor's degree in accounting, finance or related field preferred.
2. High school diploma or certificate signifying graduation from a technical vocational educational institution with related 5 years of finance experience required.
3. Capable of working independently and within an environment of distraction. Must be proactive and work as a team player.
4. Ability to work cooperatively, consistently, and reliably with Christ Church clergy and lay staff.
5. Strong work organization abilities: ability to focus on and perform multiple concurrent assignments and to follow verbal instruction.
6. Ability to accept and perform work assignments with "once and done" direction. Ability to take initiative and work independently while respecting assignment boundaries established by the Director of Church Life.
7. Ability to meet deadlines.
8. Warm, welcoming demeanor. This position represents face to face contact with church members and must have an empathetic nature.

The Finance Assistant shall possess specific skills:

1. Mastery of software products including Microsoft Office, Google Suite, and then like.
2. Five years of experience in finance or accounting preferably in a nonprofit setting
3. Mathematical and accounting acuity
4. Knowledgeable in basic accounting/bookkeeping practices and processes
5. One year of customer service experience minimum.
6. Familiarity with business principles and Generally Accepted Accounting Practices
7. Superior attention to detail.
8. Practical knowledge relating to operation of devices commonly found in professional office settings including document copiers, document collators, fax machines and the like.
9. Strong communication skills
10. Friendliness
11. Organizational skills
12. The ability to maintain confidentiality.

Working Conditions

The Finance Assistant shall perform assigned duties and responsibilities at the Christ Church finance office.

Compensation: \$ 15.00 - \$18.00 /hour depending on education and experience

Effective Date of Position

The Finance Assistant position will be available July 2022

How to Apply

Send your expression of interest/resume to the Christ Church Director of Church Life, Ms. Ellie Roberts, ellieroberts@christchurchnewbern.com¹, or mail your expression of interest to Ellie at Christ Church, PO Box 1246, New Bern, NC 28563. Expression of interest will be received until the position is filled. Christ Episcopal Church is an Equal Opportunity Employer

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