

Job Description: CFBC Finance Ministry Assistant

The Finance Ministry Assistant is responsible for all funds received and disbursed for the church, for documentation and record keeping of all transactions. Ensures all responsibilities are executed in accordance with the Church By-Laws, Policies and Procedures under the directions of the Church Treasurer. Ensures all accounts stay in balance, submits reports to the Finance Team and Staff as required or needed.

General duties include but are not limited to the following:

1. Receives, accounts for, logs, secures and deposits all funds received by the church.
2. Prepares and distributes member contribution statements
3. Verifies, maintains and reconciles the church's bank accounts.
4. Maintains the church's financial data base and ensures accuracy of all entries.
5. Checks invoices for accuracy, processes Invoices for payment and post journal entries
6. Processes bi-weekly payroll for church staff and employees.
7. Maintains approved vendors' files, updated addresses and phone numbers.
8. Processes and pays taxes and fees as required.
9. Maintain personnel records as they pertain to tax withholdings, insurance, paid time off, etc.
10. Submits Quarterly IRS and DOR tax reports as required by law.
11. Works with Treasurer on year-end close out procedure
12. Collects and consolidates budget request from staff members and department heads in preparation for annual budget to be presented to the Finance Team.
13. Assist staff and ministry teams in preparing and submitting budget request to Finance Team.
14. Orders and maintains office supplies and equipment including postage meters, copies, etc.

Minimum Qualifications:

1. High School diploma with 2-5 years Accounting or Financial experience.
2. Proficient in Excel or comparable accounting software.
3. Demonstrated ability to work in a confidential environment
4. Detailed oriented, able to set priorities, handle multiple tasks with accuracy
5. Good verbal, written and interpersonal communications Skills
6. Proven ability to consistently meet deadlines.
7. Ability to work independently and in a team environment Team Player