

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

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POSITION TITLE:	Accounting Assistant – New Position
DEPARTMENT:	Accounting
SUPERVISOR:	Director of Finance
TIME COMMITMENT:	32 hrs/week
CLASSIFICATION:	Non-Exempt PT Support Staff (30+ hrs/wk +1500 yr) 5N

POSITION PROFILE:

This position at Good Shepherd Community Church exists to manage various aspects of the church finances that focuses on contributions, ministry event registration deposits, as well as assisting in other areas of accounting. The Accounting Assistant works closely with the Finance Director and other accounting team members to provide accurate and timely financial information to church leadership, ministry staff, and the church congregation.

SKILL SET:

- Strong attention to accuracy and detail
- Ability to multi-task and remain motivated and positive
- Efficient and organized
- Strong numeracy and analytical skills
- Strong problem-solving and time management skills
- Ability to reconcile accounts and ledgers
- Efficient in data analysis
- Analytical thinker

EXPERIENCE QUALIFICATIONS:

- 2+ years of accounting experience
- Working knowledge of basic accounting principles (GAAP)
- Proficiency with computers and software (MS Excel, accounting software)
- Proficiency in MS Excel spreadsheets
- Communication skills, both written and verbal

DUTIES & RESPONSIBILITIES:

- Process contributions
- Make bank deposits
- Process ACH bank deposits
- Process event registrations
- Assist with annual budget
- Process journal entries in General Ledger
- Reconcile and maintain ledgers/spreadsheets
- Process purchase orders / checks as a backup in Accounts Payable
- Assist with administrative responsibilities as needed
- Misc. accounting responsibilities as needed

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

ADDITIONAL NOTES:

- Regular attend Good Shepherd Community Church.
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process.

DISCLAIMERS:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Tanya Atkins	DATE:	10/28/2021
REVIEWED BY:	Hilary McWold	DATE:	11/11/2021