



## **Job Title:** Financial Assistant

**Reports to:** Financial Administrator

**Profile:** The Financial Assistant will be a detail-oriented and financially minded person who performs various duties such as processing all offerings, income, entering data into contributions software; running reports and making bank deposits; and working with Accounts Receivable, Accounts Payable, and credit card reconciliation.

### **Financial Assistant possesses:**

- Deep love for Jesus Christ, as well as for people and those far from God searching for their spiritual significance.
- A passion for executing and maintaining details and a desire for excellence.
- High levels of proficiency in computer applications such as Microsoft Office.
- An understanding of financial principles.

### **Core Responsibilities**

- Process all offerings, to include leading a “count team” and entering data into contributions software.
- Run reports from accounting and church database software weekly and as directed.
- Assist Financial Administrator with Accounts Receivable and Accounts Payable duties.
- File and distribute final reports to appropriate persons.
- Process contribution statements as scheduled and directed.
- Update member account information, as needed.
- Process credit card receipts to include entry and reconciliation within accounting software.
- Reconcile credit card statements and vendor account statements.
- Maintain and update vendor files as needed and directed.
- Serve as payroll back up to the Financial Administrator
- Recruit, develop, and schedule volunteers as needed for counting support team.

### **Qualifications**

- A mature believer with a clear understanding of the Gospel and the ability to clearly communicate it.
- Deep commitment to spiritual integrity, moral purity, and healthy relationships.
- Discerning, confidential, with a drive for excellence in all thing.
- Experience in data processing, cash handling, and/or bookkeeping.
- Self-aware with a teachable spirit; a responsive attitude and always seeking to develop.

### **Additional Responsibilities**

- Participating in periodic staff meetings and staff development times.
- Serving on our team with a passion for ministry and a desire for excellence.
- Serving with a positive, patient, friendly, and professional attitude and demeanor.
- Committing to Northeast through regular attendance, participation in a Life Group, and giving.
- Agreeing and committing to Northeast's Statement of Faith, mission, vision, and values.

The Financial Assistant is an hourly position with approximately 10-18 hours per week.

Job descriptions at Northeast are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas of ministry. The staff of Northeast work as a team and there are numerous other tasks that will require the participation of the person holding this position.

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Employee Signature

Date

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Executive Pastor Signature

Date