



Position Description

POSITION TITLE: Accounting Assistant (Accounts Receivable)
LINE ITEM NUMBER: 5805
REPORTS TO: Finance Administrator
ACCOUNTABLE TO: Church Administrator
CATEGORY: Part-time, non-Exempt
PREPARED/REVISED: April 1, 2021

PRINCIPAL FUNCTION:

Under general supervision of the Financial Administrator and according to established policies and procedures, the accounting assistant performs a variety of administrative and bookkeeping duties in order to maintain accurate financial records and reports.

PRIMARY RESPONSIBILITIES:

- Income
 - **Early Learning Center**
 - Process invoices for tuition and email to families using Bright Wheel software.
 - Process Deposit Reports from ELC and enter into QuickBooks ledger.
 - **Accounts Receivable:**
 - Record payments made to the church through Realm for events, books, classes, camps, etc. in QuickBooks.
 - Count and process income to the church that comes in as checks and cash. Prepare deposit for bank.
- Expenses
 - Maintain credit card files and reconcile expenses with monthly statement.
 - Import credit card expenses and post expenses to the General Ledger based on receipts turned in from staff.
- Payroll and Human Resources
 - Gather information for payroll summary to include hours worked by all staff. Enter data in Excel worksheet.
 - Process payroll with payroll service and verify total payroll.
 - Maintain time clock.

- Under the direction of the Financial Administrator, maintain personnel files including leave and salary records (i.e., vacation, sick leave, and personal time, salary increases), and adding new employees.
- Reconcile Bank Statements for all bank accounts.
- Assist the Financial Administrator with other accounting details, i.e., H.S.A., retirement,
- Attend staff meetings as required (e.g., staff prayer, admin chats, monthly staff meeting).

ADDITIONAL RESPONSIBILITIES:

Confidentiality: In this position, you may receive confidential information pertaining to the activities, operations, and the business of FBCW and/or financial and personal information of FBCW's members ("Confidential Information"). You are responsible:

- Not to disclose or discuss Confidential Information with others who are not authorized to receive it;
- Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written;
- Use the Confidential Information only in connection with the Church Business.

Appropriate communication: Appropriate communication with FBCW staff, volunteers, those in the church body, and anyone we minister to outside of our church body is an expectation of this position.

- You are responsible to your fellow teammates to communicate in an appropriate Christian manner, expressing yourself in a nonabrasive and affirming way. We expect... *"Everyone to be quick to listen, slow to speak, and slow to become angry, for man's anger does not bring about the righteous life that God desires."* (James 1: 19-20).
- Further," *Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. Therefore, be imitators of God, as beloved children. ...* (Ephesians 4:29-5:4)
- If an issue arises with someone on the FBCW staff, with a ministry lead or with someone in the congregation, the issue must be addressed with THAT PERSON. This is the model we see in scripture (Matthew 18: 15-35)) and that is the standard that is expected and for which you will be held accountable.



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Christian Manner: As a member of the FBCW staff, you reflect our Lord and our church to all who encounter you. Accordingly, you are responsible for performing all duties and responsibilities in a manner that glorifies Christ and furthers the mission and ministry of FBCW.

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- Interact with the staff and various ministries to coordinate support for events.

CORE COMPETENCIES AND QUALIFICATIONS:

- **SPIRITUAL MATURITY**
 - Vibrant relationship with God through faith in Jesus Christ that evidences the fruit of the Spirit in daily living.
 - Committed and baptized follower of Jesus Christ as Savior.
 - Belief in and adherence to the Bible as God's Holy Word.
- **EXPERIENCE AND TRAINING or TECHNICAL BACKGROUND**
 - Intermediate level of computer skills (Microsoft Office 365, specifically Outlook, Excel, and Word.
 - Familiarity with standard accounting office automation (printers, check scanners, fax, shredders, etc.)
 - Experience with QuickBooks and REALM.
- **LEADERSHIP**
 - Complete and total honesty and integrity
- **TEACHING AND INTERPERSONAL SKILLS**
 - Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.
 - Requires interacting with staff gracefully through email and in person regarding payroll details and credit card receipts. No interaction with church membership, the public or vendors directly.
- **ORGANIZATIONAL SKILLS**
 - Great organizational skills, accuracy, and attention to detail

SPIRITUAL GIFTS

- Administration:
 - Ability to organize and manage people, resources and time for effective ministry.
 - Ability to coordinate many details and execute the plans of leadership,
- Serving:
 - Initiative to provide practical assistance quickly, cheerfully and without the need for recognition.

ACCOUNTABILITY AND REVIEW:

- Day to day supervision of this position is provided by the Finance Administrator.
- Probationary review after first 90 days; subsequent reviews in accordance with FBCW policy.

ESSENTIAL FUNCTIONS AND REQUIREMENTS:

Duty	Essential	Requirements		Duty	Essential	Requirements
		Lifting 51 lbs. and up		X		Simple grasping
		Lifting 26-50 lbs.				Power grasping
	X	Lifting up to 25 lbs.				Simultaneous grasping
		Carrying 51 lbs. & up				Squeezing
		Carrying 26-50 lbs.				Driving motor vehicle
		Carrying up to 25 lbs.				
		Bending				
		Stooping			X	Operating office equipment
		Kneeling			X	Type: Copiers, folding machines, computer
		Crawling				Speaking
		Standing (not continuous)			X	Hearing
		Squatting				Ability to type
		Climbing stairs			X	Ability to see
		Climbing ladders				Depth perception needed
		Twisting			X	Ability to write
		Pulling			X	Ability to read
		Pulling hand over hand				Vibration
		Pushing				Noise
	X	Sitting				Extreme heat
		Walking				Extreme cold
		Work on elevated surface				Wet and/or humid



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Duty	Essential	Requirements		Duty	Essential	Requirements
		Work on uneven ground				Chemicals
		Work at low position				
		Reach above shoulders				
		Reach below shoulders				
		Must be able to intervene with individuals in combative or aggressive situations in an emergency.				
		Must be able to perform Cardiovascular Pulmonary Resuscitation (CPR) in an emergency.				
		Other specified by Supervisor/Manager				

Mark as "Essential" those functions a person must be able to do to perform the position; mark as "Duty" those that a person needs to be able to perform to come to work if injured.

MISCELLANEOUS:

- Must be available and present for work as scheduled.
- Work from Home (WFH) is authorized.

I acknowledge that I have read and understand the position description for this position with any changes as indicated above.

Employee Signature _____ **Date** _____

Printed Name _____