



EASTMONT CHURCH

POSITION TITLE: Accounting Assistant

Position Description: Assists with all bookkeeping, payroll processing, human resources responsibilities, and accounts payable functions. May also assist with administrative duties as needed.

Hours & Compensation: Full-time, salary based on experience, benefits package

Accountability Structure: Reports to Operations Director

QUALIFICATIONS, GIFTS, AND SKILLS SET

Administrative/Accounting Employees must:

- Live as a reflection of Christ
- Desire and seek to maintain a vibrant personal relationship with the Lord through prayer, worship, and growth in biblical knowledge, experience, and obedience
- Possess a contagious passion and love for worshiping the Lord
- Maintain confidentiality as required for the organization
- Have a desire to connect and establish relationships within the congregation
- Be willing to “do the dirty work” meaning nothing is below them
- Clearly communicate information, ideas or instructions verbally and in writing

Demonstrated Skills Include:

- Participate as a team member in a collaborative environment
- Actively contribute to completion of team goals and assigned tasks
- Clearly communicate information, ideas or instructions verbally and in writing
- Ability to analyze, report and resolve problems as they arise
- Detail-oriented with a focus on accuracy and efficiency
- Communicate and work effectively within all levels of staff, establishing and maintaining effective working relationships
- At least 3 years of experience in a bookkeeping or accounting role
- Quickbook experience preferred
- Multi-department (or multiple entity) experience preferred

CORE RESPONSIBILITIES

- Maintain, record, and complete systematic business transactions
- Balance ledgers, reconcile accounts and prepare reports
- Review time sheets, prep payroll and provide registers for approval
- Accounts payable functions for both church and school
- Create and/or maintain process and procedure manuals
- Serve all church and school employees with accounting, payroll or human resource needs as able
- Perform data entry, gather, assemble and format data to create simple reports
- Performs a variety of clerical and accounting duties in support of all ministries
- Communicate effectively with staff and church attendees
- Assists with special projects and tasks as directed
- Learn organizational operations, policies and objectives
- Commitment to the Eastmont Church mission