
Position Title:	Finance Assistant
Hours/week:	40 (full-time)
Reports To:	Finance Senior Director
Classification:	Hourly/non-exempt
Pay Range:	\$20.00-24.00 per hour, dependent on experience
Benefits:	Medical/dental/vision and life insurance options; eligible to participate in 403(b); paid vacation and sick leave

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Ensures accurate reporting and approvals of credit card transactions and expense reimbursement requests and imports data from Bill Spend and Expense to Sage Intacct accounting system
2. Receives and ensures proper coding and approvals on AP invoices and reimbursement requests
3. Maintains, reconciles and updates banking and investment accounts in the accounting system
4. Maintains and ensures the accuracy of Woodmen Fixed Assets Schedule and the fixed assets subledger
5. Assists in month end closing procedures and annual audit tasks
6. Ensures timely corporate and 1099 filings
7. Periodically assists with the timely and accurate recording of donations
8. Periodically assists with capital campaign expense and construction accountingOther duties as assigned
9. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Proficiency with MAC
4. At least one year of accounting experience, preferably in a church or non-profit organization
5. Ability to work with a diverse group of professionals in a Christian environment, understand their needs and enable/support them with financial accounting tools and technology
6. Ability to answer questions re contributions and sensitive subjects in a friendly yet confidential manner
7. A healthy personal financial life with no excessive personal debt
8. Ability to do some light lifting, sit for long periods, walk, climb stairs
9. Reliable transportation