

Job Description

Financial Assistant (Accounts Payable)

Reports to: Director of Financial Services

Directly Supervises: N/A

Status: Part-Time

Date Prepared: 5/1/2017

FLSA: Non-Exempt

Last Date Revised: 5/23/2017

The Financial Assistant (Accounts Payable) is responsible for data entry for all accounts payable. In addition, the Financial Assistant provides weekly support to the ID Ministry sessions, to include preparing requested check payments for the benefit of ID Ministry clients, obtaining the authorization of a designated signatory other than the requestor, and recording the payments. The Financial Assistant is responsible for maintaining the accuracy of ID Ministry check records and the filing of all accounts payable records, assuring that the Ministry's financial activities continue to be conducted in accordance with current best practices.

Work Days: Thursdays and Fridays weekly and Saturdays twice a month – approximately 10 hours

Essential Functions

- Support ID Ministry sessions by recording financial data.
- Enter and pay invoices/vouchers/expense reimbursements on a weekly basis.
- Enter staff credit card expenses on a monthly basis.
- File check stubs/vouchers in their respective accounts payable folders.
- Maintain vendor folders, creating new folders when necessary, and ensuring that files are kept current.

Other Responsibilities

- Track supplies and inventory
- Track data for grant funding
- Digitize and track intake process
- Assist in managing community partnerships

Qualifications

- Associate's degree or equivalent experience in finance or accounting
- Knowledge of financial procedures
- Familiarity with computer hardware and relevant software
- Keyboard skills

Physical Requirements

- Frequently required to stand and walk.
- Regularly required to sit; use hands to handle or feel; reach with hands and arms; and communicate.
- Occasionally required to climb, stoop or kneel.
- Frequently lift and/or move up to 10 lbs and occasionally lift and/or move up to 30 lbs.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the ministry, mission, goals and Statement of Call of Foundry United Methodist Church.
- **Interpersonal Skills:**
 - Display a level of maturity which will ensure that appropriate boundaries are in place and that he/she will adhere to principles of staff covenant with specific attention to honoring privacy and confidentiality of both staff and congregation and abiding by Safe Sanctuary policies as applicable and necessary.
 - Exemplify a commitment to diversity and inclusion in all areas of the workplace.
 - Demonstrate a positive, engaging, and respectful attitude at all times.
 - Demonstrate a willingness to accept additional responsibilities and duties.
- **Team Building Skills:** Engage in staff meetings and team planning activities.
- **Organization Skills:** Demonstrate the ability to:
 - Focus, prioritize, schedule and manage projects and tasks.
 - Develop and complete short-term and long-term goals and action plans that are aligned with overall goals of the church.
 - Meet commitments on time.
 - Communicates effectively in written and spoken communication.
- **Technical Skills:** Possess the ability and willingness to:
 - Operate common office equipment.
 - Use, or quickly learn, Foundry's computer hardware and appropriate software.
 - Learn new programs/equipment and recommend appropriate processes.
- **Spiritual Maturity:** Attentive to personal spiritual development, discipline, and growth.