

Amazing Grace Lutheran Church

Position Description

Job title: Finance Assistant

Reports to: Council Treasurer and Lead Pastor

Send resume to:

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Business Management Ministry Team Co-lead

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Position Summary

This part-time position (9 hours/week) * will provide financial support to the church.

Essential Functions:

- Record and maintain all financial records. Report to and partner with Council Treasurer.
- Pay all bills in a timely manner.
- Process payroll for staff twice per month as directed by Business Management Team and Council Treasurer.
- When a new employee is hired, collect necessary paperwork from Administrator to initiate payroll processes (e.g., I-9, W-4, direct deposit form).
- Administer benefits such as health, life and disability insurance through Portico or other agency as directed by Business Management.
- Exercise discretion, confidentiality, and professionalism.
- Greet visitors warmly.
- Works as a team member with all staff as well as with members of the congregation and Church Council.
- Complete tasks promptly and accurately, ensuring deadlines are met.
- In December of each year, or at the election of a new Church Treasurer, meet with the Treasurer to:
 - Help ensure a smooth transition between outgoing and incoming treasurers:
 - Review financial policies and procedures
 - Discuss the components and account of the budget
- Assist Council members with data for their budgeting process as needed
- Partner with newly elected Council and financial institutions to update signatories on all financial accounts

Some of the Finance Assistant's tasks are completed daily, others may be every few days, weeks, months, or annually. The above list is not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position.

* Version 06/29/2017

Physical Demands

While performing the duties of this position, the employee is regularly required to talk, hear, and see. Arms, hands, and fingers are needed to reach and operate a computer keyboard and touch-tone telephone (or with reasonable accommodations). Employee may need to lift materials up to 25 pounds on an infrequent basis. Standing/carrying may be required when involved in program presentation or setup.

Qualifications

- Knowledgeable in general office equipment including computer, printer, , typewriter, calculator, telephone.
- Ability to type 50 words per minute.
- Expertise with word processing software, spreadsheets, and database programs (e.g., Microsoft Word, Excel, PowerPoint) and the ability to comprehend other software applications.
- Thorough knowledge of business English and its usages.
- Experience in basic office procedures.
- Ability to manage multiple projects simultaneously and under time pressures; ability to prioritize projects; strong communication skills, both oral and written.
- Able to work effectively in a team environment that regularly includes volunteers.
- Must be able to attend weekly staff meetings.
- Awareness and knowledge of the church and its organizational expressions.