

Finance Associate

Job Description

2019

Position: Finance Associate

Reports To: Finance Director

Works With: Part of the GFC Operations Ministry. Supports all Grace Fellowship Church Staff.

Hours: 20 hours per week

Position Summary: To support the Accounting and HR needs of all GFC Ministries as we build a movement of multiplying disciples.

Primary Duties:

- Accounts Payable
 - Maintain functionality of Bill.com (A/P software) and Tallie (Expense report software)
 - Review check requests submitted to Bill.com for appropriate documentation, signatures and accuracy of coding
 - Review expense reports submitted to Tallie for appropriate documentation and accuracy of coding
 - On a monthly basis submit check requests into Bill.com for all recurring monthly payments
- Contributions
 - Scan mail-in contributions to bank (weekly)
 - Prepare and mail contribution statements (quarterly)
 - Prepare weekly listing of new donors
 - Update donor information in contribution software as needed
 - Occasionally record weekend and other contributions in contribution software and scan those contributions to bank
 - Prepare and mail letters to family acknowledging gifts given in memory of a deceased relative
- Payroll & Benefits
 - Run payroll twice a month. Currently we use ADP, but we may switch to another software and your assistance would be needed with that transition.
 - Maintain payroll software. Enter new employees, terminate employees, adjust pay rates, hours, etc...
 - Submit TSA contributions to retirement accounts
 - Update employee LTD/Life Insurance detail as needed with provider
 - As we enter a new benefit year, assist with obtaining all required documents from employees and preparing compliance documents (annual)
- Miscellaneous
 - Required to serve during ½ of Christmas Eve Services (Christmas Eve required) and ½ of

- Easter Services. May be assigned additional responsibilities from the OEM Team
- Ministry work is often highly variable as we serve a dynamic Lord. Other duties beyond those listed here are often requested and flexibility is appreciated in supporting the Kingdom.
- Adherence to the GFC Employee Handbook and all GFC policies and procedures.

Qualifications:

- Vibrant relationship with Jesus and love for the Church
- Live the staff values of GFC: Lead from the Presence; Sharpen the Edges; Deliver the Wow; Expand Your Territory; Be Resourceful; and Remember the Goose.
- Commitment and support of Grace Fellowship’s Mission, Doctrine and Leadership
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural ethnic and economic backgrounds
- Organized, problem solver, resourceful, collaborative
- Candidate must be comfortable working in an array of software packages that interface with each other.
- Basic knowledge of accounting and payroll experience preferred. Candidates with accounting knowledge will also record payroll, contribution, and registration journal entries. Intacct is our general ledger software.

Working Hours and Conditions:

Business hours/exceptions

This position is 20 hours per week. There are currently two “all hands” events per year where extra hours are required: Christmas and Easter. Work during those event periods and any other similar events is mandatory.

Working environment

Most work is done on site though some work may be done remotely.

Travel requirements and expectations

Occasional offsite staff meetings and periodic travel for training and enrichment may be required

Salary:

Varies based on experience and capability. To be discussed in hiring process.

I have read and understood this job description.

Employee Signature: _____ Date: _____