Finance Associate

Job Description

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
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 multicultural 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: ____________________________