



Mount Ararat Baptist Church

Title	Finance Assistant	Type	Full Time
Location	Central Support		
Supervisor	Executive Director of Operations		
Current Employee			

General

- The Financial Assistant (FA) reports to and assists the Executive Director of Operations to process and account for all financial aspects of the church. The FA balances financial tasks and looks for the Finance Office to be more efficient and effective
- Manages the daily financial operations of the church including the general ledger, contributions, accounts payable, and payroll and their various sub-components
- Demonstrates a high level of confidentiality in all aspects of finance office operations
- Provides excellent customer care for church members, donors, vendors and employees

Knowledge, Skills, Abilities

- Self-starter, a planner, and a task manager
- Knowledgeable about accounting (church accounting is a plus)
- Discrete, trustworthy, honest, flexible, helpful, and very organized
- Proficient in Microsoft Office – Word, Excel, and Outlook

Responsibilities

1. Contributions

- a. Process all offerings and receipts for all campuses
- b. Post contributions into church member software
- c. Make bank deposits
- d. Process & post all online gifts
- e. Make journal entries into church financial software
- f. Prepare and send “first time giver” letters

2. Accounts Payable

- a. Receive and ensure all bills are ready for payment
- b. Process accounts payable
- c. File supporting documents electronically and/or in file cabinets
- d. Work with staff on credit card statements, receipts, and payments

3. Payroll



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- a. Receive and record payroll information (time sheets, PTO, etc.)
- b. Generate paychecks
- c. Maintain personnel files (salaries, vacation, sick days)
- d. Ensure all tax reports (1099s, 1096, W-2s, W-3, and 941s) are accurate and filed timely
- e. Review annual workers' compensation reports
- f. Update annual salaries and benefit changes for new year
- g. Update and maintain electronic and permanent files including, but not limited to attendance records, benefit records, hiring information, employment history, payroll records and termination records
- h. Update and maintain employee records in secure storage
- i. Conduct all employee and volunteer background checks and report findings
- j. Work with Executive Pastor to ensure all personnel matters adhere to personnel law
- k. Work with Executive Pastor to onboard staff including obtaining all tax and personnel documentation for new employees

4. General Ledger and Reports

- a. Post Journal Entries as necessary to record bank drafts, payroll, deposits, and other entries
- b. Assist in bank reconciliation
- c. Review bank activity online to ensure accuracy and security
- d. Maintain financial files
- e. Provide weekly and monthly financial reports (balance sheet, P&L, etc.)
- f. Prepare analyses as requested by the Senior Pastor and Executive Pastor
- g. Be able to present and explain financial data to staff

5. Additional duties

- a. Help with the annual budget preparation
- b. Cooperate with financial audits and reviews
- c. Update the Finance Manual as necessary
- d. Advise and assist the Executive Pastor and Senior Pastor regarding financial matters and decisions
- e. Update the chart of accounts as necessary
- f. Store prior year records in a secure location accessed as needed
- g. Meet with staff as often as necessary
- h. Update finance office forms annually
- i. Seeks out and attends continuing education & training opportunities
- j. This list of responsibilities is not inclusive. Other duties will be assigned by the supervisor as needed.



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Duties Performed by Executive Pastor (but which all Finance staff must be aware of)

- Develop, recommend, and maintain best practices for all accounting procedures
- Ensure the church complies with all legal and tax requirements of federal and state laws
- Educate staff regarding accounting policies and procedures and database processes
- Supervise the finance office staff and oversee work for accuracy
- Maintain chart of accounts and general ledger ensuring proper and consistent postings to accounts
- Develop and maintain adequate levels of internal controls over accounting systems, ensuring segregation of duties among accounting staff
- Prepare monthly general operating budget reports, distribute and communicate variances to Pastors and Finance Committee
- Prepare comparative financial reports and communicate variances to Executive Pastor
- Perform bank reconciliation monthly
- Generate analyses to track trends, patterns, and other studies related to church revenues, staffing, building, and programming expenses
- Serve as benefit administrator for employee benefits including healthcare, life insurance, health savings accounts (HSA) accounts, and retirement