



Job Description

Finance Associate

Cost Center: Central Support Operations

Team: Business Administration Team

Position Reports to: Director of Business Administration

Position Status: Full Time (40 hours)

Position Purpose: To assist in daily business operations of Grace Fellowship.

Role Requirements: The right person for this role will possess the following qualities and skills:

1. **Faith:**

Required:

- A relationship with Christ (minimum of 3 years and maturing).
- A Covenant Member with Grace Fellowship.

Desired:

- A relationship with Christ (minimum of 5 years and maturing).
- A Covenant Member with 2+ years track record of serving with Grace Fellowship.

2. **Gifts:**

Required/Desired:

- Administration
- Service

3. **Skills:**

Required/Desired:

- Detail oriented: Keen attention to detail, ability to multi-task, thoroughness, high degree of accuracy in performance of work.
- People Person: Friendly, approachable, able to communicate clearly.
- Financial Aptitude: Good math & financial aptitude with general understanding of computer systems and general business practices. Able to use QuickBooks a bonus.



4. **Experience and/or Education:**

Required:

- 1-2 years of hands on experiencing in accounting.
- A High School diploma

Desired:

- 3 years or more of hands on experience in accounting.
- A college degree in the field of business and/or accounting.

Principle Responsibilities Breakdown:

40% - Accounts Receivable

40% - Accounts Payable

20% - General Office Management of Administration Team

Specific Responsibilities: Responsibilities include but are not limited to the following:

1. **Accounts Receivable**

- A. Record Income Forms in QuickBooks.
- B. Prepare weekly offering reconciliation and provide reports to the Executive Pastor of Operation, Central Support Communications, and to each Grace Fellowship Location.
- C. Process all paperwork for NSF checks and returned offering checks.
- D. Communicate with bank when deposit errors occur and make necessarily corrections/communications.
- E. Prepare and send Year End Contribution Statements, manage congregant follow-up questions, problems, errors, and resend statements returned in mail with better address obtained, if possible.

2. **Accounts Payable:**

- A. Review and process expenses in Nexonia.
- B. Process and distribute weekly A/P checks
- C. Reconcile monthly Credit Card statements to pay credit card bill.

3. **General Business Administration**

- A. Verify monthly bank transfers.
- B. Process internal transfer forms between Budgets.



- C. Maintain and manage Building, Liability, and Auto policies for all locations as well as be the point person for our insurance company and all insurance related questions on issues.
- D. File as needed.
- E. Running all reports as needed.
- F. Other Business Administration tasks as determined by Supervisor.