

This person should be organized, self-motivated, have excellent verbal and non-verbal communication skills, have an ability to work as part of a team and follow the biblical model of sacrifice by being willing to put the needs of others in front of their own. In all of their actions, they should be positive and supportive of the mission and values of The Chapel.

**Reports To:** Accounting Director

**Supervises:** N/A

**Coordinates With:** Everyone

**Summary of Position:** Responsible for completion of certain Accounting / Human Resource support tasks, including but not limited to:

**Job Specifics: Human Resources**

1. Assist Acct Director in administration of all employee benefits, incl medical, dental, and life insurance, and 403(b) to ensure within regulations
2. Assist Acct Director in maintaining human resource files

**Job Specifics: Accounts Payable**

1. Process POs and bills in QB weekly and submit to Acct Director for review/payment
2. Once checks are prepared, process and mail bill payments
3. Interface with vendors to address any issues

**Job Specifics: Bank Reconciliations**

1. Reconcile General and Restricted Bank Accts on monthly basis

**Job Specifics: Weekly Offering Assistance**

1. Assist Acct Director in processing weekly donations
2. Enter weekly donations into both our donation tracking and financial systems
3. Ensure addresses correct in donor tracking software

**Job Specifics: Other Accounting Tasks**

1. Donor Statement Processing (Annually)
2. Filing
3. Create Payroll Entry bi-monthly for Acct Director review/submission into Quickbooks (QB)
4. Annual Accts Payable file switch over
5. Maintain donation tracking and financial systems

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**QUALIFICATIONS**

- Proficient in use of computer software, incl but not limited to: Quickbooks, ACS Financial Suite, Microsoft Office Suite (Excel, Word)
- Strong organizational ability
- Adequate level of education and/or experience; Accounting degree strongly recommended
- Good writing/communication skills for correspondence with employees/vendors/donors
- Able to handle sensitive matters in the highest standards of confidentiality and Christian ethics
- Personal Skills Recommended: Detail-oriented, Self-Starter, Trustworthy, Able to focus and remove distractions, Flexible, Patient, Team-Member/Player.