

Position Title: Finance Assistant

Employment Status: Support Staff, Non-Exempt
Time Requirements: Full-time, 40 hours per week
Reports to: Finance & HR Director
Last Updated: August 2015

Job Summary

The Finance Assistant is responsible for the administrative functions of the Finance and Human Resources departments. This position requires an individual to possess financial, administrative, and organizational skills and leadership abilities.

Primary Responsibilities

Responsibilities may include but are not limited to the following items:

- Serve as the main point of contact for the Finance and HR departments.
 - Receive and properly respond to phone calls, e-mails and mail
 - Assist in scheduling of meetings, training sessions and other activities
 - Coordinate the review, sorting and completion of any required documents
- Communicate the Finance and HR departments' policies to ministry areas
 - Educate other ministry areas about processes and procedures through periodic trainings
 - Support other departments when they are unable to complete processes
 - Build influence with other ministries to ensure they understand and are following the processes as the Finance and HR offices have set forth
- Assist with Finance functions
 - Make purchases for the Finance Department and enter transactions into the accounting system
 - Coordinate and execute the entire Accounts Payable process for Faith Promise by ensuring receipts are received in a timely manner, entered properly in the accounting system and paid on time
 - Post all giving to General Ledger and reconcile all bank accounts
- Assist with Human Resources functions
 - Assist with new hire onboarding including interview scheduling, orientation preparation, employee setup and training
 - Maintain and update employee information including new hires, terminations, health insurance, status changes and performance reviews
 - Process payroll and perform all payroll and benefit-related reconciliations to General Ledger
- Perform all other duties assigned by the Senior Pastor, Executive Pastor, CFO and Finance/HR Director

*If interested, please send a resume to Mallory Ellis at mallorye@faithpromise.org