

JOB DESCRIPTION

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| Position Title | Accounting Assistant |
| Position Reports to: | Controller |
| Department: | Accounting |
| Schedule (may vary) | Non-exempt, Part time (18 - 24 hours/week) M thru W 10:00am – 4:00pm |
| Salary Range | Hrly - \$19.00 - \$22.00 |

General Description

- Process Accounts Payable, Contribution processing, month-end close processing, ministry reporting, supply orders, reception duties
- Working onsite is required

Specific Duties and Responsibilities

- Accounts payable
 - Verify disbursement requests ensure proper support and correct approving signatures are received.
 - Schedule, Process and Prepare weekly AP checks for signature.
 - Prepare check summary reports for Controller.
 - Maintain accounting database of active Vendors.
 - Maintain electronic and hard copy files in an organized manner.
 - Maintain current W-9 forms for vendors and consultants.
 - Prepare yearend 1099 forms.
 - Reconcile monthly credit card statements
 - Pex Cards; funding cards, monthly reconciliation, track receipts
- Contribution processing
 - Count weekly cash and check contributions, report based on designated and undesignated funds.
 - Record cash and checks received into accounting system.
 - Prepare and distribute various weekly contribution reports.
 - Process event contributions
 - Assist in maintaining the accounting membership database of active contributors.
 - Assist in the process of providing yearly Contribution statements.
 - Assist with taking deposits to the bank.
- Supply ordering
 - Order ministry requested supplies weekly through Costco and Amazon.
 - Ensure Costco order information is sent to facilities for correct distribution
 - Ensure Amazon orders are marked correctly for easy distribution
 - Record cash and checks received into accounting system.
- Track and distribute attendance reports
- Support NCCC staff with accounting issues in a friendly caring demeanor
- Working with confidential information & money handling
- Share in Receptionist duties, answering phones, accepting deliveries, hand-off request to proper ministry
- Other assignments as directed by Controller.

Knowledge Skills Required for the Job

- 2 years various accounting software experience
- Excellent customer service mentality
- Strong interpersonal skills
- Ability to work independently and as a team.
- Strong Excel skills
- Commitment to serving all ministries.

Minimum Qualifications Required

- Highschool diploma
- Two years or more experience in accounting

Desirable Qualifications

- Associates Degree – Accounting

Personal Relations

- Team player, ability to interact with staff, ministry members, and volunteers
- Ability to keep church and personal information confidential

Work Environment

- Work is in an office setting (cubicles, small office and meeting rooms)

Physical Requirements

- Sitting – at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (regularly)
- Typing – computer keyboard
- Telephone – receive and call
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)