

Westminster Presbyterian Church

Job Description

Job Title	Financial Assistant
Department	Finance
Reports To	Finance Director
Date	4/12/2022
Overall Responsibility	
Provide assistance and backup to the Finance Director in Accounts Payable, Deposits, Payroll and Financial Reporting.	
Key Tasks and Responsibilities	
Support the Finance Director as tasks arise and as priorities change. Typically, the Financial Assistant will handle such duties as:	
DAILY	
<ul style="list-style-type: none"> -Enter member contributions on Realm in the counting room 9:00AM Mondays. -Post non-member contributions each week on Realm. -Pick up/sort mail from the locked mailbox 	
WEEKLY	
<ul style="list-style-type: none"> -Make church deposits. -Send checks out/maintain filing for invoices and outreach payments -Bring in on-line payments 	
SEMI-MONTHLY	
<ul style="list-style-type: none"> -Calculate hourly and salary payroll -Make corresponding entries in Realm for payroll. 	
MONTHLY	
<ul style="list-style-type: none"> -Assist Finance Director in compiling monthly financial reports for the church - Run contribution statements and email/mail to membership 	
QUARTERLY	
<ul style="list-style-type: none"> -Assist in bulk mailing of special envelopes 	
ANNUALLY	
<ul style="list-style-type: none"> -Order/mail/distribute giving envelopes -Compile lists and mailings for Annual Stewardship Campaign to membership -Post annual pledges on Realm -Set up file folders for the coming year 	
MISCELLANEOUS	
<ul style="list-style-type: none"> -Coordinate, post registrations and payments for Events, VBS and trips for music, outreach and youth. -Schedule/organize a shredding event for documents every other year. 	
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Education/Experience	
<ul style="list-style-type: none"> • Candidate must have bookkeeping experience and/or financial background. 	
Approvals	
Employee: _____	Date: _____
Supervisor: _____	Date: _____