



Position Title: Finance Assistant
Hours/week: 20 (part-time)
Reports To: Finance Senior Director
Classification: Salaried/non-exempt
Pay Range: \$36,899.20 - \$51,230.40 (hourly equivalent: \$17.74 - \$24.63)
Benefits: Eligible to participate in 403(b)

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Receives, logs and tracks incoming non-contribution financial resources
2. Maintains records for all financial resources brought in for church programs, projects, mission trips, etc.
3. Communicates with donors, prepares annual giving statements and assists leadership with contribution inquiries
4. Reconciles reports for monthly credit card transactions and imports data to Nexonia and accounting system; tracks manual employee checks
5. Receives and ensures proper coding and approvals on AP invoices and reimbursement requests
6. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Proficiency with MAC
4. At least one year of accounting experience, preferably in a church or non-profit organization
5. Ability to work with a diverse group of professionals in a Christian environment, understand their needs, and enable/support them with financial accounting tools and technology
6. Ability to answer questions re contributions and sensitive subjects in a friendly yet confidential manner
7. A healthy personal financial life with no excessive personal debt
8. Ability to do some light lifting, sit for long periods, walk, climb stairs
9. Reliable transportation