

POSITION DESCRIPTION: TBD



POSITION TITLE

Finance Ministry Assistant

STATUS

Part-time

REPORTS TO

Finance Director

APPROVED BY:

Signature: _____

Date: _____

NOONDAY'S MISSION:

We exist to support, equip, and accelerate fulfilling the Great Commission by serving the churches of the association.

POSITION PURPOSE STATEMENT

Assist the Finance Director in the financial duties of the Association and the Executive Director and staff in the administrative work of encouraging, resourcing, facilitating, and equipping churches.

DUTIES & RESPONSIBILITIES

- Must be proficient in Quickbooks Online.
- Enter weekly contributions and make weekly deposit.
- Prepare weekly check requests, obtain authorization, print checks, and process direct deposits, and mail checks.
- Print autopay utility bills and provide to Finance Director for review.
- Prepare credit card statements monthly.
- Print new work checks, collect reports, and mail checks once reports are received.
- Maintain records retention files.
- Invoice monthly property tenants.
- Prepare quarterly and annual contribution statements.
- Weekly filing of AR/AP, property, legal records, etc.
- Assist Finance Director as needed.
- Provide financial admin support to the Association staff and volunteer teams, including, but not limited to, Trustees, Personnel Team, Church Planting Team, Disaster Relief, Storehouse Ministries, etc.
- Maintain Association church files and keep records updated at Georgia Baptist Mission Board.
- Maintain all annual permits including state registrations, auto tags, etc.
- Provide "Face of the Association" customer service as the back-up receptionist in dealing with guests via phone calls, emails, etc. or in person to provide them with effective solutions or next steps.
- Provide general admin support to staff, including preparing PowerPoint presentations, other visuals aids, or support as needed.