

Finance Office Assistant (Part-time)

Profile & Job Description

The Finance Office Assistant is critical to the ministry effectiveness of College Park. This person's primary role is to partner with the finance team in the day to day financial and accounting transactions for multiple campuses. Our goal is to ignite a passion to follow Jesus in the lives of our staff, vendors, volunteers, and the congregation.

EDUCATION EXPERIENCE & KNOWLEDGE REQUIREMENTS

- Bachelor's degree beneficial or commensurate experience required
- At least 1 year of business or ministry financial office experience

NECESSARY SKILLS & ABILITIES

- Ability to fully embrace the vision, values, and statement of faith of College Park Church
- Reliable, trustworthy, self-starter, and excellent at following through on details.
- This role is built in a team environment and is based on high degree of attention to detail, accuracy, timeliness, confidentiality and consistency
- Be energized and comfortable in a high-paced environment with a great deal of variety and a broad exposure to staff, volunteers, congregants, and ministry supplier partners
- Understanding and ability to learn and effectively use Microsoft Office (especially Word and Excel) and financial software systems
- Proficiency in use of 10-key adding machine helpful
- Able to multi-task, good use of time management, realistic goals, planning ahead
- Able to work autonomously and is self-motivated
- High level of discretion with sensitive financial information
- Exhibits humility, a commitment to excellence, is trustworthy, and is a servant leader
- Availability to work Monday during business hours as well as two other weekdays

PASSION & CALLING

- Passionate about the vision, mission, and Core Values of College Park Church
- Has a healthy balance between ministry and family life
- Lives with integrity in the areas of personal purity, leadership, confidentiality, and finances

SPIRITUAL DEVELOPMENT

- Is a member, or willing to become a member, of College Park Church and work under the direction of the Elders and Pastors
- Demonstrates a stable, growing, mature Christian life
- Desire to be Christ-like in all aspects of the job
- Maintain a vital, growing relationship with the Lord through personal and corporate worship, Bible study and prayer, evidenced by action, attitude, and behavior.

SPECIFIC RESPONSIBILITIES & DUTIES

- Assist in the contribution processing duties including verifying offering counts, batching online donations, and following up with donation correspondence
- Assist Stewardship Director with individual donor correspondence and generosity story gathering
- Assist in the verification and preparation of charge card submission, reconciliation, and balancing
- Assist with property/liability insurance management
- Assist with day-to-day filing requirements of the finance department
- Cross-train in three team areas to serve as backup for vacations and sick days
- Assist with financial project assignments
- Other duties as assigned

ANTICIPATED TIME COMMITMENTS

- Part-time, 16-20 hours a week with some weeks more for vacation coverage
- Must be available to work Monday during the business hours as well as at least two other weekdays