



## Job Description: Financial Assistant

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**Department:** Support Staff

**Job Title:** Financial Assistant

**Reports to:** Operations Director

**Classification:** Full-time, exempt

### Job Description and Responsibilities:

#### PURPOSE:

The Financial Assistant is responsible for maintaining and preparing church financial records, the receipt and disbursement of funds to and from multiple sources, and processing biweekly payroll.

#### COMPETENCIES & EXPECTATIONS:

- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Ability to fully embrace the vision, values, and statement of faith of Bayside Baptist Church.
- Member in Good Standing of Bayside Baptist Church, or willing to become a member upon acceptance of the position.
- Strong Organizational Skills.
- Strong Computer Skills (Microsoft Word, Excel, Outlook, etc.), ability to learn and use cloud-based software (Aplos, Planning Center, Paycor).
- Knowledge of accounting and/or bookkeeping.
- Ability to maintain confidentiality of information that becomes known to you as a member of the staff.

#### EDUCATION & EXPERIENCE:

- Associate Degree in related area or equivalent experience
- Bookkeeping and/or accounting experience

#### ESSENTIAL JOB FUNCTIONS:

To provide Payroll support:

- Prepare and submit biweekly payroll to Paycor for processing.
- Addition of new employees into payroll system and confirm I9 status.
- Maintain PTO for eligible employees.

- Distribute W-2's received from Paycor.

To provide Accounts Payable support:

- Obtain approval on invoices from responsible parties, pay all bills/invoices.
- Maintain accurate tax records for vendors and employees.
- Prepare and distribute 1099's at year end.

To maintain the General Ledger:

- Maintain all deposits, offerings, account transfers, journal entries, and bank transfers.
- Maintain and Reconcile bank statements daily.
- Prepare month-end financial statements.
- Assist with budget preparation for ministry account budgets and all personnel, including salary amounts and benefits, calculate budget amounts per pay period, weekly, and/or monthly, and update general ledger and payroll modules to reflect new budget amounts.

To provide Stewardship support:

- Post in-person contributions weekly.
- Maintain records of online giving.
- Prepare contribution statements two times per year for mail out.
- Maintain records of contributors using offering envelopes and send updated information to Envelope service quarterly.

Miscellaneous Duties:

- Assist other Ministers or Ministry Assistants as needed