



## **Administrative Assistant - Finance**

### **Job Description:**

The Administrative Assistant – Finance provides administrative support to the Director of Finance. This staff person shall seek to fulfill the mission and vision of Hope Lutheran Church. They must see this position as a ministry to and with the staff of Hope Lutheran Church, and to all the people served by Hope.

### **OUR MISSION:**

Sharing the hope of Jesus with a world in need of hope.

### **WHO WE ARE:**

With the power and love of the GOSPEL, the Good News of Jesus Christ, we - the people of Hope:

GATHER – in worship

GROW – in love

GIVE – in service

GO – sharing the hope of Jesus with a world in need of hope

### **Accountability:**

This staff person will be primarily accountable to the Director of Finance and will report to him or her on a regularly scheduled basis. He/she will be expected to be a team player and a good communicator with all employees, ministry leaders, volunteers and the various boards and committees of Hope Lutheran Church.

### **Gift Mix:**

- ◆ Administration
- ◆ Helps

### **Employment Category:**

This is a part-time non-exempt/hourly position – 12-17 hours per week.

### **Qualifications:**



- Requires high-level skills in the performance of administrative support.
- Strong math skills.
- Meticulous attention to detail.
- A self-starter with strong initiative and work ethics.
- Able to exercise independent judgment to plan, prioritize and organize workload.
- Maintain a professional and positive outlook.
- Excellent time management and communication skills.
- Capable of managing multiple priorities at the same time.
- Clear, friendly and helpful communicator (reinforcement, feedback and responses).
- Ability to work independently or in a team to carry out assignments to completion.
- Able to handle non-routine matters, such as, special projects, with minimal specific instructions.
- Able to maintain confidential information.
- QuickBooks online experience is a plus, but must be willing to learn
- Experienced with Google Docs/Sheets, MS Office (Word, Excel).
- High school diploma or equivalent required. Office experience is a plus.

**Primary Ministry Responsibilities (include but not limited to):**

- ❖ Support the mission, vision, and philosophy of ministry of the congregation.
- ❖ Meet regularly with the Director of Finance.
- ❖ Maintain a professional and welcoming office environment for visitors and Hope Staff.
- ❖ Provide administrative assistance in all areas of Finance including composing effective and accurate correspondence, filing, financial record keeping.
- ❖ Prepare and print checks from vendor invoices and check requisitions
- ❖ Maintain and reconcile three CNB accounts, LCEF Interest account and LCEF Payroll account.
- ❖ Monitor and transfer funds when needed from 2 of the 3 CNB checking accounts to the LCEF Interest account
- ❖ Make bi-weekly transfer from LCEF Interest account to LCEF Payroll account
- ❖ Prepare and make appropriate weekly miscellaneous & Preschool bank deposits.
- ❖ Enter ACH bill payments in QuickBooks

**Secondary Ministry Responsibilities (include but not limited to):**



- ❖ Attend “All Staff” Meetings (once per month)
- ❖ Create a list of Memorial donations, print and send to (Norma Thom)
- ❖ Prepare labels and file folders for the following year vendors
- ❖ Answer non-routine correspondence at the direction of the Director of Finance.
- ❖ Other administrative duties as assigned by the Director of Finance.