



## **Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ**

**At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.**

### **Summary**

Under the direct supervision of the Business Administrator and the Pastor of Missions and Outreach, the Finance Assistant/Missions Administrator will support the Business Office and the Missions Ministry by performing a variety of accounting and administrative support. This role is essential in helping these ministries function efficiently and professionally while contributing to our mission-driven work and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

### **Essential Functions**

#### **Finance Assistant**

- Provide financial record keeping for deposits, events, invoices and expenses, etc.
- Submit requests for payment on all approved mission activity and ensure payments are made according to budget
- Perform reconciliations for trips and events
- Assist with the coding, submission and filing of invoices, check requests and expense reports
- Assist with registrations and payments for mission trips and notarize forms
- Assist with the budget
- Prepare donor statements
- Maintain records and other organizational data
- Serve as the backup for other finance assistants as needed

#### **Administrative Assistant**

- Calendaring, scheduling meetings, and general support for tasks and projects
- Assist with publicity needs for the Missions Department, including working with the communications team to create and print flyers and brochures and fulfill other publicity needs
- Scheduling room reservations and set up information for meetings and events
- Provide general assistance including responding to inquiries from volunteers, members, guests, and staff
- Help with special events. Duties may include registration, room reservations, ordering, tracking and sorting of supplies, creation and printing of sign in sheets, nametags, etc., and other duties as needed
- Coordinate background checks for volunteers
- Take meeting minutes during board meetings
- Prepare travel arrangements, embassy registration for international trips, and track vaccination requirements

### **Competencies**

- Have a heart for St. Andrew and support the vision and mission of the church
- Conversationally bilingual in English/Spanish
- Proficient with Microsoft Office Suite
- Ability to learn database systems such as Ministry Platform

- Knowledge of QuickBooks Online
- Work very well within a team setting
- Excellent verbal and written communication skills
- Ability to prioritize and manage workload from two different departments
- Strong analytical and problem-solving skills
- Confidentiality
- Organized
- Flexible

## **Supervisory Responsibility**

This position does not have any supervisory responsibility.

## **Physical Demands**

This is largely a sedentary role; however, this position can occasionally be a very physical job, especially when on mission trips.

## **Position Type and Expected Hours of Work**

This is a non-exempt part-time position at 20 hours per week. Office hours will be set, but are flexible around morning/evening events or other church activities.

## **Travel**

Some travel is expected for this role.

## **Required Education and Experience**

- Bachelors degree or equivalent years of experience in Finance/Administrative duties
- Conversationally bilingual in English and Spanish

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*Given the volume of sensitive personal financial and other personal information available to this position, it is our preference that a non-church member serves in this role in an effort to keep such information confidential, internalized and impartial.*

If interested in applying for this position,  
submit your resume and statement of faith to

[resume@standrewmethodist.org](mailto:resume@standrewmethodist.org)