



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 Finance Manager, this position will assist with the day-to-day operations around all financial activity of the church. The Finance Assistant is responsible for maintaining and proactively facilitating a good relationship with the Church staff, visitors, and membership and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Accounts Payable

- Prepare weekly payables
 - Verify requests
 - Enter invoices
 - Print checks
 - Mail/Distribute checks
 - Scan/File all documents
- Manage the weekly invoices to assist with cash flow
- Manage direct pay vendor accounts
- Work with outside vendors
- Maintain W9 files
- Assist with 1099 preparation
- Assist with church credit card processing and administration
- Assist with Columbarium sales, audits, and document scanning and filing
- Work closely with associated ministries and other organizations of St. Andrew, i.e. The Storehouse, Sunday School Classes, Beacon of Light, etc.

Other Duties

- Serve as backup to Finance Assistants as needed
- Assist with annual audit requests
- Assist with office supply orders
- Assist with workroom management, mail and packages, workroom machines
- Assist visitors, or members with access for giving account login
- Maintain a positive rapport with visitors, congregation, and staff
- Attend St. Andrew Staff meetings as requested

Competencies

- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Microsoft Office Suite, including strong Excel skills
- Basic accounting and finance skills
- Fund Accounting knowledge
- Adobe Pro
- ACS
- Ministry Platform
- Confidentiality
- Working knowledge of QuickBooks Online
- Organized
- Flexible

Supervisory Responsibility

This position does not have any supervisory responsibility.

Physical Demands

This is mostly a sedentary position with some filing. This is mostly a sedentary position with some filing. This role also requires the ability to stock and sort supplies in the workroom and the ability to lift 50 pounds.

Position Type and Expected Hours of Work

This is a non-exempt full-time position at 36.5 hours per week. Work hours are Monday – Thursday, 8:30-5:00 in the office and Friday, 8:30-1:00 remote. Occasional Sunday work or other varied hours are required around large events.

Travel

No travel is expected for this role.

Required Education and Experience

- High School Diploma or higher
- Knowledge of Fund Accounting Systems
- 3 or more years Administrative Experience
- 2 or more years of Financial Assistance

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.

I acknowledge that I have read and understand the above job description in its entirety and can perform all of the stated requirements.

**If interested in applying for this position, please
submit your resume and statement of faith to resume@standrewmethodist.org**