

Part – Time Financial Assistant

Indian Springs First Baptist Church

Essential Duties:

1. Maintain complete, accurate and timely financial records
2. Oversee and manage bookkeeping, payroll, and accounting functions
3. Oversee cash receipts and disbursements, offerings, gifts, and credit card statements
4. Process and post online giving
5. Approve requests for expenditures
6. Manage accounts payable
7. Reconcile monthly statements for all accounts
8. Communicate financial status, performance, and any concerns to appropriate staff
9. File all business forms, renewals, and reports
10. Assist with Stewardship and Treasurer duties
11. Oversee human resources including paperwork, timesheets, and PTO forms
12. Process bi-monthly payroll in ADP
13. Post information in QuickBooks and Realm

Hours:

5-10 hours per week (1-2 days) from 8am-1pm. Possibly more hours needed for End of Month/End of Year Financials.

Pay Rate:

+/- \$13.50-\$14.50/hour commensurate with experience

Qualifications:

Detailed oriented. Able to pass credit and background check. Accounting Interns are welcome.

Email or Mail resume to:

Email: indianspringschurch@gmail.com

Mail: Indian Springs First Baptist Church

Attn: Martha Shaw

3375 Cahaba Valley Road

Indian Springs, AL 35124

Church Office Hours: Monday-Thursday 8:00am 1:00pm