

Berean Christian Church

Kerwin B. Lee, Senior Pastor

Position: **Finance Administrative Assistant**
FLSA Status: **Non-Exempt**
Reports To: **Senior Finance Accountant**

Principal Role

The **Finance Administrative Assistant** is a supporting role responsible for carrying out general administrative duties as it relates to the Finance Department while maintaining and exercising the highest level of confidentiality. This position operates in a team environment and will be expected to work in a collaborative way with staff, volunteers, and colleagues to best support the organization.

Primary Responsibility

The **Finance Administrative Assistant** is responsible for:

- Assisting in the month-end close functions and department coverage schedules
- Calling UTP Tithes & Offering envelopes on a weekly basis and returning to the Lead Staff Accountant
- Collecting and matching receipts from gas cards on a bi-monthly basis and reconciling to gas report (mileage& receipts)
- Completing Ad Hoc Projects as assigned
- Counting one Sunday each month as the staff lead with the count ministry.
- Ensuring Summer Camp program procedures for clerical support and training is provided during pre-camp season and post-camp season by providing guidance, support, and training for key staff members within the program.
- Faxing, copying, scanning, and shredding financial documents according to the retention policy as needed
- Helping with counting Tithes & Offerings on a weekly basis in the count room
- Maintaining the CCEs processing weekly according to the CCEs policy, procedures and the weekly closeout based upon the weekly processing deadline.
- Organizing and maintaining Honorariums, W-9 Forms and the Ministry Prepaid Visa Cards
- Preparing and distributing monthly financial reports for staff and ministries
- Providing support to the Count Ministry Team each week
- Reviewing and compiling receipts for credit card statements monthly for Berean Christian Church (BCC) & Berean Community Development Corporation (BCDC)
- Securing the weekly finance log from various BCDC entities according to the policy, procedures/ guidance for various entities
- Supporting BCDC staff accountant with performing Petty Cash reconciliation / Scanning responsibilities each month for various entities
- Performing other duties as directed by the Senior Finance Accountant, Chief Financial Officer and/or Senior Pastor

Preferred Requirements

The ideal candidate for this position should possess at a minimum:

- 1-2 years of experience in accounting or financial management
- Knowledge of accounting is a plus.
- Detail and deadline oriented with good time management skills.
- Ability to multi-task in a fast-paced environment
- Excellent verbal and written communication skills