

# St. Paul's United Methodist Church

## Accounting Assistant Job Posting

<b><u>POSITION TITLE</u></b>	Accounting Assistant
<b><u>LOCATION</u></b>	1340 Third Avenue SE, Cedar Rapids, Iowa
<b><u>POSITION TYPE</u></b>	Part time (approximately 20 hours a week – 4 hours a day/5 days a week)
<b><u>COMPENSATION</u></b>	Wages commensurate with skills and experience
<b><u>START DATE</u></b>	February/March 2018

### **JOB DESCRIPTION**

St. Paul's Business Accounting Assistant, under the direction of the Church Business Administrator, will create and enter accounts payable, payroll, and related financial entries into the church's Church Management Software for the development and distribution of timely and accurate financial statements. This position will also assist in the weekly processing of contributions and pledges; as such discretion and confidentiality are a requirement.

### **JOB REQUIREMENTS/CORE COMPETENCIES**

#### ***Minimum Qualifications include:***

- Bachelor's Degree in Accounting or a related field
- Working knowledge of, and experience with, fund accounting and database management
- Previous experience in accounting
- Effective communication and people skills; public relations skills
- Understanding of the employer's Christian worldview

#### ***Other skills and traits needed are:***

- Flexibility in working with diverse and numerous people
- Commitment to discretion and confidentiality
- Competence in the use of technology and Microsoft Office software
- Inner drive to continuously improve work conditions, systems and outcomes
- Disposition of compassion, and skill in problem solving and conflict resolution

### **CONTACT INFORMATION**

Garr Hintz 319-363-2058 x 204 or [ghintz@stpaulsumc.org](mailto:ghintz@stpaulsumc.org)

### **SPECIAL INSTRUCTIONS**

Please find a more complete job description of the Accounting Assistant position on the church website at [www.stpaulsumc.org](http://www.stpaulsumc.org).

Interested applicants should provide a completed St. Paul's United Methodist Church application for employment form (also found on the church website or in hard copy format in the church office), and an updated resume to Garr Hintz.

### **Specific duties:**

Data entry of invoices into Church Management Software (ChMS) including the creation of checks for timely and accurate payment of invoices.

Scan checks and record deposit of receipts of contributions into the ChMS General Ledger.

Provide adequate checks and balances within the Financial Team for cash receipts and disbursements.

Process semi-monthly payroll with related submission of tax and other payroll related activities.

Oversee human resources personnel files, Paid Time Off records, and schedules.