



NEW LIFE

CHURCH

New

Revised

Full Time

Part Time

Exempt

Non-Exempt

Date Prepared: 07/24/2018

Date Hired:

Employee:

Department: Administration

Job Title: Finance Support Lead

Manager/Direct Report: Shauna Reed

Purpose of the Job:

The Executive/Finance Support Lead plays a vital role as part of our Finance Office team. This position is responsible for supporting day-to-day operations of Accounts Payable and Accounts Receivable. This may include projects related to these areas.

Experience and Knowledge Required:

- Bachelor's degree or minimum 5 years of experience
- Expertise in Quickbooks (QB) or accounting software
- Able to maintain high level of confidentiality
- Significant experience in attention to detail
- Ability to create management reporting tools that assist departmental leaders to effectively direct the financial aspects of their responsibilities

Essential Functions and Responsibilities:

- Review invoices and eft transactions for accuracy and send out for approval before payment
- Prepare weekly check runs
- Manage expense reports and payments
- Maintain vendor relationships, monthly missionaries support and follow up on discrepancies
- Assist in the weekly deposits with Finance Director
- Handle weekly bank deposits
- Enter all checks and deposits into QB
- Process all scanned checks to a person in FellowshipOne
- Sales Tax Experience a plus
- Business Property Tax Experience a plus

Other Duties and Responsibilities:

- Produce and maintain all above essential functions and responsibilities for New Life Church of Alamo, IVN Mexico and any other small start-up churches as directed by management.
- Attend New Life Church weekly, special meetings/conferences, staff-related events, and any other events required.

Attributes:

- Demonstrates the character qualities embodied in the New Life Church DNA by exemplifying a godly lifestyle and spiritual leadership.
- Meets every day stress with emotional stability, objectivity, and optimism, as well as the ability to calmly think under pressure
- Exercises friendliness and consideration, treating each person or situation impartially
- Fantastic written and verbal skills
- Develops and maintains rapport with attendees, volunteers and staff to promote a positive ministry environment
- Recognizes the need for good public relations. Represents the church in a favorable and professional manner to the constituency and general public.