



Finance & HR Assistant

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Finance & HR Assistant

FLSA STATUS: Exempt

DEPARTMENT: Operations

TIME REQUIREMENTS: Full-time; In-Office

REPORTS TO: Finance Director

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together

POSITION SUMMARY: Responsible for providing assistance and professional administrative support to ensure efficient operation of the Finance and HR teams

POSITION RESPONSIBILITIES:

1. Finance
 - a. Count and input giving contributions and deposits into church software on a weekly basis
 - b. Maintain records of cash and check contributions and allocate gifts to the respective donors
 - c. Collect and upload invoices, and allocate payables to the correct ministry and account codes
 - d. Create vendors in the church accounting software and verify payee details are accurate
 - e. Prepare checks for weekly expenses and pay vendors with the Finance team corporate credit card
 - f. Communicate with vendors and staff to resolve discrepancies on invoices or payments
 - g. Send donor giving messages and statements and 1099 documents to applicable individuals
 - h. Assist ministries with budget questions to ensure they receive clear guidance promptly
2. HR
 - a. Schedule and coordinate position interviews with HR and ministry teams
 - b. Collaborate with People & Culture Coordinator on candidate evaluations and hiring assessments
 - c. Organize and execute onboarding and offboarding tasks for staff and the Watermark Institute
 - d. Monitor staff compliance for background checks and MinistrySafe training
 - e. Assist People & Culture Coordinator in executing staff engagement initiatives (anniversaries, staff library, etc.)
 - f. Create and maintain employee profiles on Watermark's website
 - g. Maintain organizational flow charts, floor plans, and employee name plates
 - h. Arrange and help with employee benefit matters such as trainings, annual enrollment, life events, and retirement meetings
3. Ongoing / As Needed
 - a. Assist the Finance & HR teams with administrative and data management needs
 - b. Support various projects at the request of the Finance Director and HR Director
 - c. Manage the Watermark Finance and HR email inboxes and respond to questions timely and appropriately
 - d. Partner with Operations Assistant in planning Finance and HR team events
 - e. Participate in general Watermark staff-required activities (expense reporting, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Bachelor's degree in accounting, finance, human resource management or a related field is preferred
- 1 year of experience in a professional office environment is preferred
- Knowledgeable in financial matters
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability and willingness to learn finance and HR software (e.g., Sage Intacct, Pushpay, Rippling, etc.)
- Excellent organizational and communication skills
- Attention to detail, flexible, and adaptable
- Warm, hospitable, positive, and joyful in demeanor