



Finance Assistant Job Overview

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 Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Finance

TIME REQUIREMENTS: Full Time

REPORTS TO: Finance & HR Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for processing all contributions and payables in a timely manner and providing professional administrative support for the Finance Department. Responsibilities include accurately allocating contributions, issuing payment to vendors, and managing an organized and efficient church office.

ESSENTIAL SKILLS & EXPERIENCE:

- 1 year of experience professional office environment is preferred
- Working knowledge of Excel
- Excellent communication skills
- Excellent organizational skills
- Attention to detail
- Pleasant phone manner
- Ability and willingness to learn other software (i.e. Nexonia, Intacct, etc.)

POSITION RESPONSIBILITIES:

1. Contributions and Ministry Deposits (30%)
 - a. Count contributions and ministry deposits on a weekly basis with the Finance Coordinator
 - b. Responsible for entering all contributions accurately and efficiently for all campuses
 - c. Keep accurate records of contributions and assist the Finance Coordinator with preparation of year-end summaries for each donor for tax and individual review purposes
 - d. Keep accurate records of all deposits by ministry departments on a weekly basis
2. Accounts Payable (50%)
 - a. Review all submitted payables in the accounting system for appropriate approvals and codes, and ensure appropriate supporting documentation is available
 - b. Ensure payables from all campuses and ministries are input correctly into accounting system
 - c. Prepare checks for weekly church expenses and obligations
 - d. Pay approved vendors with the corporate credit card
 - e. Organize and file all expense reports and check stubs weekly
 - f. Communicate with vendors and employees to resolve any discrepancies related to invoices, expense reports, or payments
 - g. Create monthly credit card statements and save all entries in the accounting system
3. Other (20%)
 - a. Assist the Finance Team with administrative needs
 - b. Assist the Finance Coordinator with data management
 - c. Provide audit support as necessary
 - d. Manage the Sam's and Costco cards for staff
 - e. Manage Finance team inbox and assist staff and the church body with finance questions

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Dependable
- Detail-oriented
- Discreet
- Friendly
- Organized
- Flexible and adaptable
- High capacity