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|  **St. Luke Missionary Baptist Church**logo **Job Description – Financial Assistant** |
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St. Luke Missionary Baptist Church of Humble, TX is seeking a Financial Assistant/Bookkeeper.

**JOB DESCRIPTION: Financial Assistant

MAIN OBJECTIVE**

The major purpose and responsibility of the Financial Assistant is to serve the church as primary bookkeeper and financial administrative support.

**DESIRED CHARACTISTICS**

The Financial Assistant should possess financial, accounting, or bookkeeping experience, self-discipline regarding personal time usage, and spiritual, physical and emotional health. It is important that this person possess a combination of administrative and financial skills. Of utmost importance is a person of integrity, confidentiality, and trustworthiness**.**

**QUALIFICATIONS**

An associates' degree; a minimum of five years' direct financial administration experience, preferably in church or non-profit administration; Excellent organizational, analytical, financial, and writing skills; Proven ability to meet deadlines, develop and implement program policies and procedures, and manage changing and conflicting priorities; Tact, discretion, and ability to handle sensitive and confidential matters; Mastery of Windows 2000, Microsoft Office 2000 (Word, Excel, Publisher, PowerPoint, QuickBooks, Outlook), and a willingness to learn new technology and knowledge of database (Power Church); experience overseeing a variety of accounting transactions; Self-discipline regarding personal time usage, and spiritual, physical and emotional health; A Christian in full agreement with St. Luke Missionary Baptist Church’s statement of faith; willingness and ability to serve Christ and His church; spiritually mature.

**JOB DESCRIPTION**

* Oversees monthly, quarterly and year-end reports as needed.
* Oversees a process to insure that GAAP (General Accepted Accounting Principles) is maintained at all times.
	1. Separation of duties
	2. Record retention policy
	3. Follow proper payroll procedures
	4. Make sure all income and expenses are properly accounted for and safeguarded
	5. Responsible for monitoring [internal controls](http://www.churchstaffing.com/job/13773/) and accounting procedures
* Oversee daily operations of the finance department.
	1. Processes supplier invoices
	2. Maintain the purchase request system
	3. Ensure data is entered into the system
	4. Issue checks for all accounts due
	5. Ensure security for all credit cards and verify charges
	6. Ensure transactions are properly recorded and entered into the computerized accounting system
	7. Maintain and reconcile the computerized accounting system
	8. Maintain financial files and records
	9. Processing payroll
	10. Data entry of financial contributions
* Processing quarterly membership financial contribution statements
* Ensure database information is up to date and accurate
* Provide financial statistics, reports and other financial information to Senior Pastor upon request
* Provide project management for special projects that require financial record keeping

REPORTING

The Financial Assistant is primarily responsible to the Church Business Administrator.

If you or someone you know is interested email cover letter and resume:

Subject: Financial Assistant Vacancy Email: info@bnbconsultingllc.com

www.theluke.org