



Finance Assistant - Executive Assistant to XPO

Job Classification: Exempt/ Full-Time

Your Team: This position reports to the Executive Pastor of Operations and works closely with the Finance Director and Executive Assistant.

OUR MISSION

We seek to become an authentic biblical community effectively reaching out to our churchless neighbors with empathy, grace & truth, so they can experience a whole new life with Jesus, and like Jesus, more every day.

OUR VISION

In 2030, we will be planted in four western locations strategically equipping suburbanites to collaborate with the Holy Spirit in wisdom, power & revelation. Together, we will graciously lead our churchless neighbors to be with Jesus & like Jesus, more every day. Together, we will empower joyous small groups to care well for each other and meet the needs of the most vulnerable. As a result, we will alter neighborhoods locally & around the world, creating applause for our Father in heaven. All four locations will be commissioned to multiply to four more locations over their next ten years. Lastly, no perfect people will be allowed to join these communities.

OUR CORE VALUES

We are a multi-generational, suburban church of Clark County, making disciples who join others who make disciples, reaching thousands of our churchless neighbors, meeting the practical needs of the most vulnerable, developing competent kingdom servants and leaders who multiply.

We believe that our everyday operations should be based on this mission and implemented through a commitment to integrity and excellence in all that we do. We are dependent upon the Holy Spirit and the Word of God to lead us in all manner of motivations and behavior that encompasses personal, professional, and spiritual responsibilities. Each employee should carry out their responsibilities in a way that reflects the biblical core values of Vancouver Church.

POSITION SUMMARY

The Finance Assistant provides support and administrative services for the Executive Pastor of Operations (XPO). This includes Finance, Human Resources, and other administrative tasks necessary so that the XPO is able to do his/her job effectively. Support for Finance includes maintenance of records of financial transactions by establishing accounts, posting, transactions, performing general ledger, A/P and A/R duties, and ensuring all of these tasks are in compliance with Vancouver Church specifications. The Finance Assistant also supports the XPO with general HR duties such as processing payroll information for the TPA, benefits administration, and processing information for onboarding new employees.

JOB RESPONSIBILITIES

General Bookkeeping

- Maintains accounts by verifying, allocating, and posting transactions.
- Posting receivables and other GL entries
- Assists in the preparation of financial reports for BOT and MAC
- Works with XP of Operations and Finance Consultant for month end, quarterly and annual closing and financial reporting by running reports
- Prepare and mail annual donor statements

Accounts Payable

- Reviews all invoices for appropriate documentation and approval prior to payment
- Process check requests
- Audit and process all credit card statements
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 distribution and maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Maintains files and documentation thoroughly and accurately, in accordance with church policy and accepted accounting practices

Accounts Receivable

- Prepare weekly deposits by recording cash, checks, and credit card transactions
- Posts weekly giving and donations to accounting software and donor management software. Responds to all donor inquiries
- Reconcile accounts receivable balances, research and correct discrepancies

Administrative and Human Resources

- Onboards new employees with all necessary documents and ensures employees are presented with benefit information
- Collect and review all timesheets, time-off requests, and other documentation, such as pay increases or benefit deductions that affect payroll. Enter and submit payroll in Ministryworks. Ensure payroll is accurate and troubleshoot any potential issues.
- Manages all elements of employee benefits and assists with open enrollment
- Prepare all necessary documents and payables for the processing of 403(b) on behalf of the employee and Vancouver Church.
- Set up and maintain personnel files with all necessary and mandated employee documents and records
- Process monthly billings from insurance providers. Resolve discrepancies with carriers if necessary
- Maintains historical records by filing documents that are in compliance
- Other administrative duties as assigned

Executive Assistant to Executive Pastor of Operations

- Fulfills all administrative tasks for XPO including office and supply management, PEX (expense) reconciliation, PCO (Planning Center) as needed, meeting coordination.
- Resolves issues on behalf of XPO such as IT, schedules, events
- Helps XPO to coordinate special events such as funerals, retirements, staff celebrations, volunteer appreciation and community wide events.
- Promotes effective public relations by fielding concerns and referring them, when necessary, to the proper person(s) for resolution.
- Acts as liaison between relevant parties (Pastors, board members, church members)
- Coordinates multiple calendars and schedule appointments, conferences, board meetings and travel for XPO.
- Composes written communication on the XPO behalf and/or board's behalf including letters, documents, reports, minutes, presentations, and emails.
- Screens, researches and routes correspondence as needed. Collects and analyzes information and initiates communication as needed.

- Provides back up customer care and reception in the church office.
- Collaborates with other staff members to complete projects in a timely manner.
- Prepares and disseminates information including agendas, reports and supporting documentation to board members, administrators and other relevant parties.
- Maintains accurate records and files and creates systems for file management.
- Assists with organizing and planning church wide events including but not limited to Baptisms, Easter, Christmas, Fall Kick-Off.
- Performs any special assignments and any supplementary tasks and duties as assigned.

PERSONAL RESPONSIBILITIES - We ask, that if you call Vancouver Church your home church and you are faithfully following Christ-centered biblical principles, that you would embrace the following:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- As an act of worship, tithe at least 10% of your income toward the mission and vision of Vancouver Church .
- Take the initiative and be aware of what is/isn't happening around you and take action.
- Expectations are that you spend 70% of your time fulfilling your personal job responsibilities, 20% supporting your fellow team members and 10% on personal/professional development.
- Serving with joy in an area of ministry; this is above and beyond your professional job.
- Be loyal to the mission, vision and your fellow staff members and always protect the unity of Vancouver Church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to Vancouver Church.

REQUIRED SKILLS, EXPERIENCE AND QUALIFICATIONS:

- A clear testimony of faith in Jesus Christ and a vital growing personal relationship with him
- Minimum of 3+ years successful experience as a HR administrator and bookkeeper.
- Ability to provide guidance and counsel to staff as needed
- Detail oriented with high standards of excellence

- Ability to think strategically keeping the mission, vision and values of VC at a high priority
- Assist XP of Operations to create an environment that provides a workplace that is in alignment with our culture and values
- Strong interpersonal, communication and relationship skills with the ability to connect relationally and professionally with staff, outside vendors, TPA's, and new employees
- Strong knowledge of all bookkeeping and general accounting principles
- Knowledge of fund accounting principles
- Strong IT skills; specifically accounting software, Microsoft Office Suite and Google Suite
- Ability to sit, stand and move freely for up to 8 hours
- Ability to maintain confidentiality in all situations.
- Must be self-directed and require minimal supervision and take a proactive approach.
- Relate well with a diverse group of people in a variety of settings.
- Manage and diffuse difficult situations with composure and professionalism.
- Strong multiple tasking skills with an ability to prioritize and perform complex tasks in a fast-paced environment.
- Strong writing and proof-reading skills.
- Strong decision maker with good analytical and problem-solving abilities.
- Commitment to ongoing personal and professional growth.

EDUCATION AA or BA in accounting or business administration or equivalent business experience.

CONTINUING EDUCATION/TRAINING Willingness to participate in and provide continued training as appropriate

CLEARANCES: Background Clearance

DATE CREATED/REVISED: 2/1/2022

I have read and received a copy of my job description.

Name: _____ Date: _____