

Midwest Latin District of the Assemblies of God

Accounting Assistant

Job Description:

ACCOUNTING ASSISTANT

Midwest Latin District –Assemblies of God

Classification: Part-time, Hourly position (15-20 hours per week)

Supervisor: District Secretary- Treasurer

SUMMARY:

The Accounting Assistant is responsible for receiving, recording and depositing all funds taken by the District treasurer as well as maintaining electronic financial records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements below are not a complete list of all responsibilities or duties to be performed by the Accounting Assistant. The Accounting Assistant may be assigned other responsibilities or tasks by the District Secretary- Treasurer.

1. Upholds the highest level of confidentiality and protects individual private information.
2. Provide financial support services for the district office.
3. Demonstrates understanding of basic accounting principles and adheres to district policies and procedures.
4. Maintains proper documentation of all financial records and transactions.
5. Demonstrate accuracy in maintaining accounting records in financial and donor databases.
6. Ensures that proper authorization has been received for all accounts payable transactions.
7. Assists the District Secretary-Treasurer in maintaining bank reconciliation between accounting general ledger and bank statements.
8. Assists in the processes of accounts payable timely and ensures proper documentation according to policy.
9. Performs account receivable duties as assigned. Ensures compliance with policy and procedures.
10. Assists in providing timely financial reports.
11. Performs other related duties as assigned

JOB REQUIREMENTS:

- Born-Again relationship with Jesus Christ.
- Active member in a local Assemblies of God church. Attend church regularly and serves faithfully.
- Performs all tasks with integrity, credibility, professionalism and dedication to the District's mission.
- Maintain a positive attitude, strong work ethic, and remain poised under pressure.
- Demonstrate ability to effectively deal with the public and Office staff.
- Demonstrate willingness to learn new skills and ability to adapt to changing demands in a fast-paced environment.
- Demonstrate proficient computer skills: Microsoft Word, Excel, PowerPoint, accounting software, and donor databases.
- Demonstrate proficient skills in the use of telephone, computer, copier machine, and fax machine.
- Demonstrate knowledge of bookkeeping, financial regulations and generally accepted accounting principles.

EDUCATION/JOB EXPERIENCE REQUIREMENTS:

- High School Diploma or G.E.D.
- Prefer Associate's or Bachelor's degree in Business or Accounting or equivalent life experience
- Prefer Bilingual (Spanish/English)