

Job Description
Accounting Assistant

General Overview

The Accounting Assistant provides essential accounting assistance to Dahlonega Methodist Church ministry leaders to enable effective, caring, and outreaching ministry to the church and community. We prefer a person that is not part of our church congregation because the position requires working with sensitive contribution details and pledges.

Accountability

Reports to: Business Manager and Staff Parish Relations Committee.

Status

Part-time (2 ½ days/week – 20 hours); Non-exempt; Hourly (\$13); Benefits include Paid Time Off and eligible to participate in the church's retirement plan.

Qualifications

Christian Baptism and/or Confirmation.

Safe Sanctuaries Compliance.

Excellent interpersonal skills.

Highly confidential.

Intermediate skills with QuickBooks and Microsoft Office including Word, Excel, Outlook, and Publisher.

Minimum 2 years church or non-profit accounting experience.

Knowledge of commercial building maintenance preferred.

Specific Responsibilities

Accounting

- Provide accounting and financial reporting following GAAP, using accrual method of accounting.
- Ensure church disbursements are accurate with timely disbursement.
- Record electronic and other contributions to the church while maintaining confidentiality.
- Process bi-monthly payroll and provide Human Resources assistance.

Constituent Database and Reporting

- Maintain a high level of working knowledge of the constituent database software to produce reports.

Building Maintenance Administrative Support

- Provide administrative assistance for church building maintenance.

Meeting attendance encouraged at weekly staff meetings.

Other responsibilities as assigned.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee and the environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects or controls. The employee is regularly required to sit, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and distant vision, and the ability to adjust focus.