

Position Title: Accounting Assistant
Reports To: Finance Director
Revision Date: 07/15/2020

Position Overview: Provides general accounting duties for the accounting department and handles a wide variety of activities with discretion, confidentiality, and good judgment

- Reviews invoices and credit card expenses for coding accuracies and proper authorizations, verifies quantity, pricing, extensions, and discounts applicable
- Matches purchase orders, inputs batches of invoices, credit card expenses, and check requests to assure timely payment
- Prints checks, matches with invoice(s) and forwards to appropriate person(s) for signature
- Maintains a filing system for all invoice and fiscal documents
- Assists with reconciling and researching vendor statements
- Assists in maintaining and updating computerized vendor files and information
- Responds to phone calls from vendors, staff, and ministry leaders regarding account payments
- Assists with maintaining and monitoring 1099 forms for end-of-year processing to appropriate vendors
- Prepares and posts journal entries as needed
- Reconciles general ledger accounts and project codes
- Assists with month-end close
- Assists in preparing weekly, monthly, quarterly, and year-end reports
- Assists in the preparation of schedules and information requested by outside auditors
- Assists with maintenance of online banking including fraud alerts, positive pay, and wire transfers
- Assists in the recording of donations and maintaining an accurate database
- Assists with periodic and year-end contribution statements
- Assists members with questions regarding their donations
- Reviews and prepares timesheets for bi-weekly payroll using ADP
- Assists payroll during peak workload times such as open enrollment and year-end
- Completes other duties and special projects as assigned

Skills and Requirements:

- Prefer 3 – 5 years of accounting and/or bookkeeping experience
- Excellent organizational skills with an attention to detail
- Self-starter with the ability to prioritize tasks
- Ability to work under pressure to meet deadlines
- Can work independently and be a supportive team player
- Excellent data entry skills
- Must have a high comfort level with accounting software and a proficiency in Excel
- Able to quickly adapt to changing environments and policy
- Customer service skills needed along with a desire to serve others
- Maintain a personal relationship with Christ
- Commit to personally upholding the ethics and values of Biltmore Church